1: Activity, Application Area, Area, Artefact, Bibliographic Source

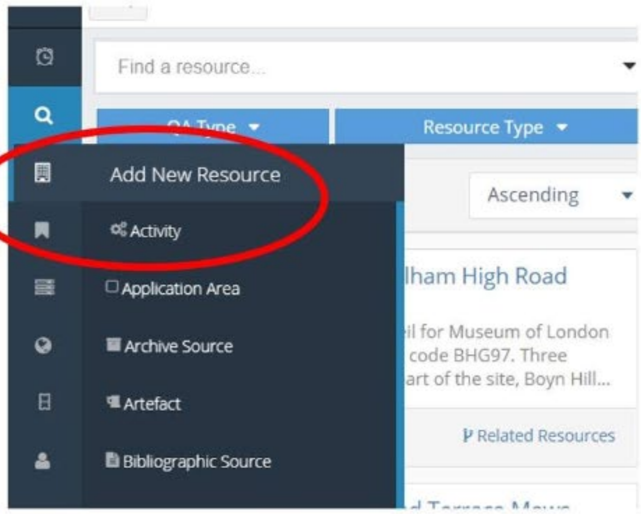
Contents

Activity

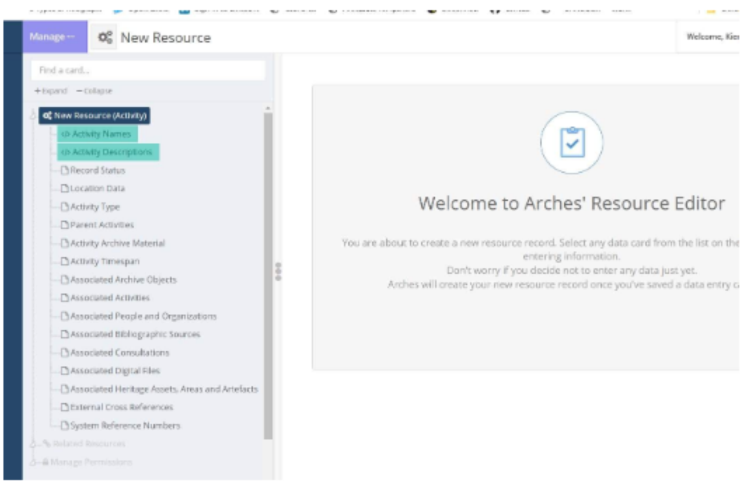
Used to record events relating to a particular Heritage Resource. Activities can be used to give context and meaning to Monument records. They provide information on ‘how we know what we know’ (for example investigative activities or research and analysis) or on how a particular Monument has been managed through time (management activities).

The Activity resource records archaeological and architectural investigations and activities, including excavations, geophysical surveys, assessments and other non-invasive projects and includes activities undertaken in the marine environment.

To create a new Activity, you can select the Create Resource command from the Activity entry on the Resources page; or if you are already in another part of the application, such as the search interface, select the Add New Resource icon from the vertical toolbar on the left of the screen and then select Activity from the drop-down list of resources.



This will open a new Resource Manager tab in which to create the new Activity resource. The left side of the screen displays a tree-view of the resource’s facets. To add data to each facet, select it from the tree view to open a card containing a number of individual data nodes.



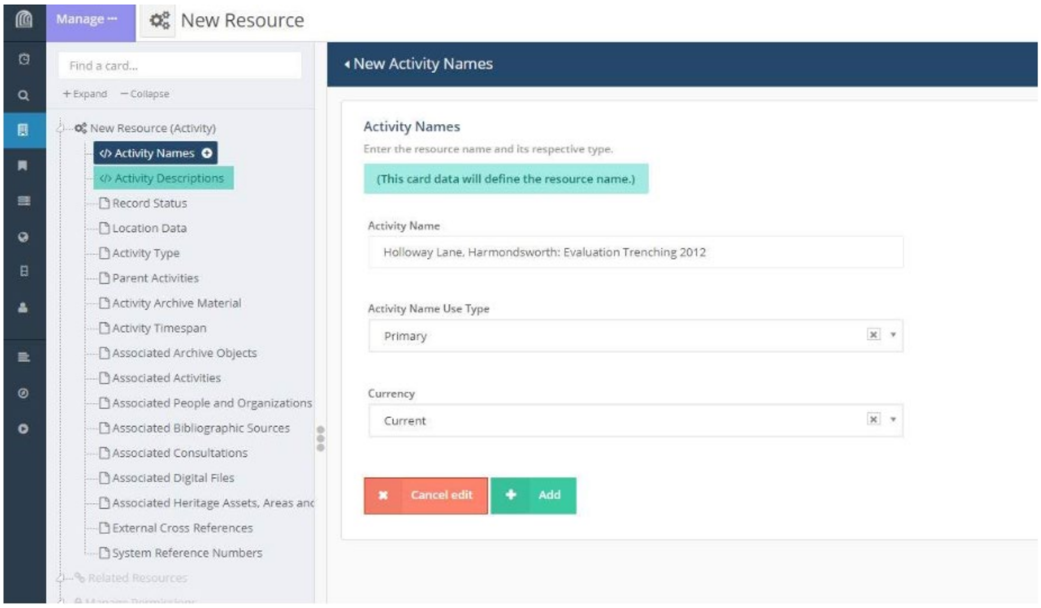
As you work through the record, selecting the very top level in the tree view will open a Resource Summary, displaying the current data in a report format.

Activity Names

Select the Activity Names facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

To assign a name to the Activity, insert text in the Activity Name field, then select the appropriate status (e.g. Primary) from the Name Type field's drop-down list.

For Activity Names it is advisable to incorporate the Activity Type and year into the name as an aid to identifying Activities when associating them with other Resources (see example below).

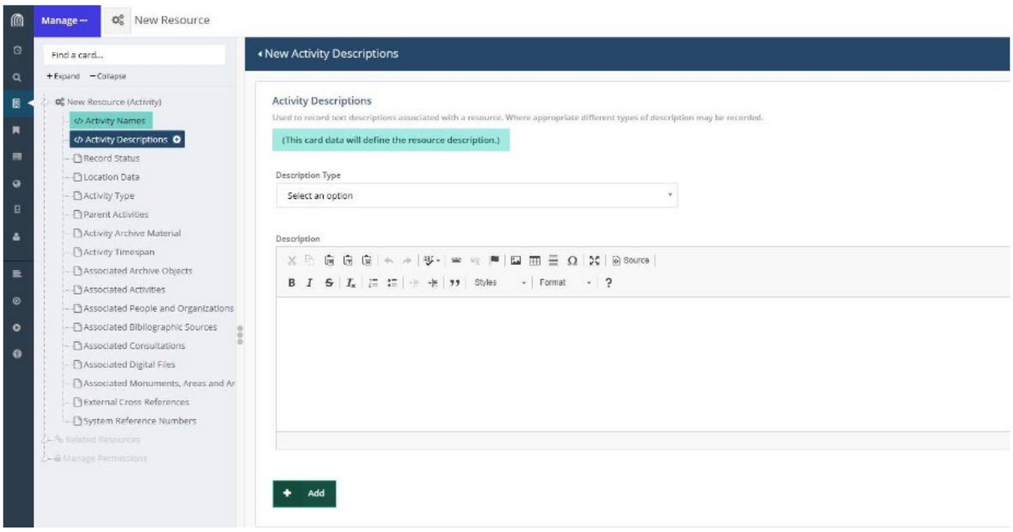


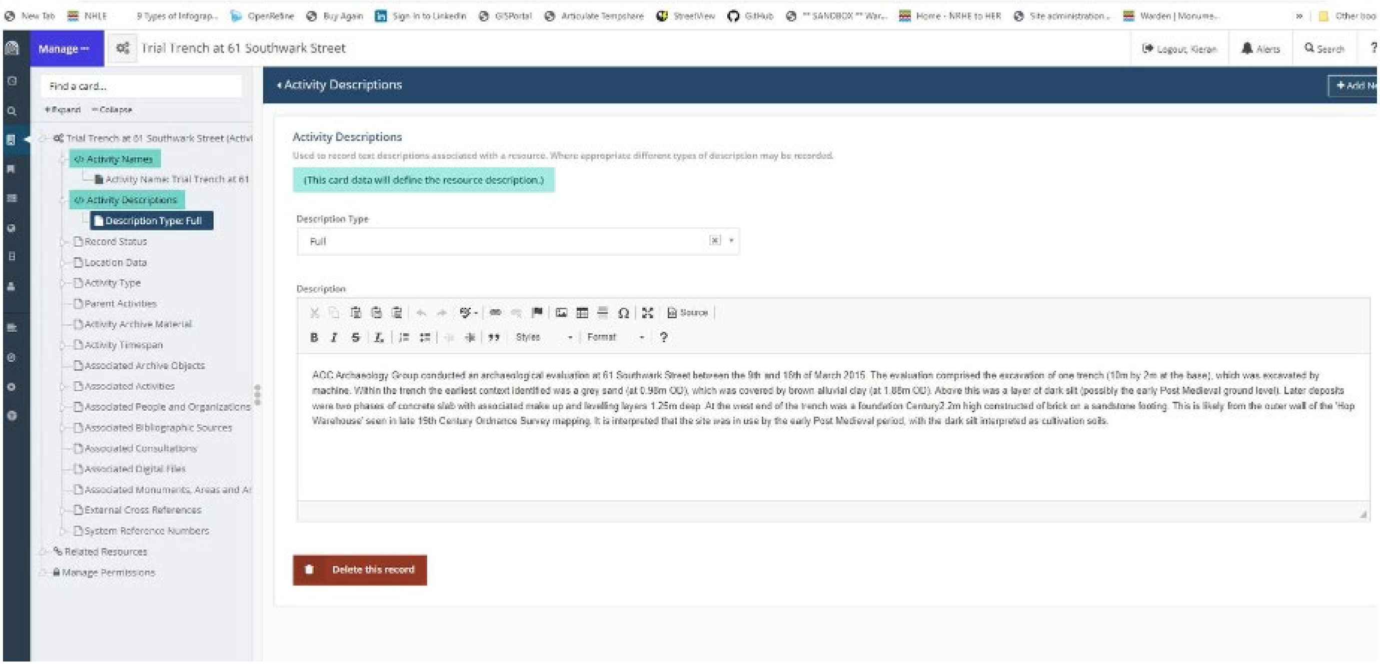
The Currency node allows you to define a context for the Name and Type (e.g. Current).

To add a further value, such as a Former, or Alternative name, re-select the Activity Names Facet from the left-hand column. The card displaying the current value will open. Select the *New* button to open a new, empty card to enter further values.

Activity Descriptions

Select the Activity Descriptions facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.





Insert an appropriate Description Type (e.g. Summary, Full, Notes etc.) and free-text descriptive text (see suggested best practice below) into the Activity Description field before selecting Add.

The Description should contain the following:

- The first line should state what, where, by whom and when, i.e.: the type of project; the location of the site; who carried out the work and the dates of fieldwork.
- The size of the work i.e. number of trenches, area monitored during a watching brief.
- A brief summary of the work carried out and what was found (or not found) but, try to keep this as short as possible.
- If known, state whether natural land surface was encountered and at what height. This information should be placed within two asterisks at the end of the descriptive text, so that records containing this data can easily be identified and located during searches.

Example: "An archaeological excavation was carried out at Temple Place, prior to the construction of a new museum and gift shop, by Henry Jones Jnr Archaeological Investigations between 1st January 1936 and 1st February 1939. The excavation consisted of three trenches; trenches A and B 2x20m, and trench C 2x15m (due to soil contamination).

The excavation recorded remains of a 2nd century AD Roman building truncated by medieval basements in trenches A and C. A small number of late prehistoric pottery sherds were also recovered in trench B.

* Natural clay was observed at between 36.6m OD and 37.2m OD.*.

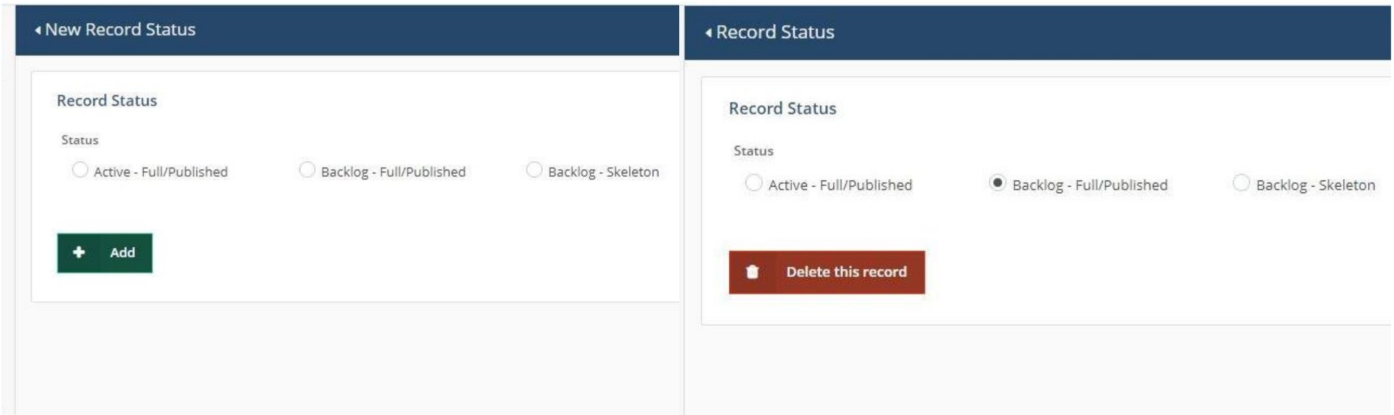
To add a further Description, re-select the Activity Descriptions facet title from the tree view on the left of the screen to open a summary card displaying the existing entry. Select the *New* button to open a new, empty card to create a further entry.

Record Status

This is used to record the status of Activity Resources as part of managing its grey literature backlog and for supplying information for HER search enquiries. There are levels:

- Active – Full/Published. Activities where a full Activity Resource, and associated Resources, have been created in accordance with HER best practice guidance. The spatial extent of the activity has been fully mapped.
- Backlog – Full/Published. Where a full Activity Resource, and associated Resources, have been created in accordance with HER best practice, except any heritage information (Heritage Asset/Area, Maritime Vessel, Historic Aircraft, Artefact or HLC) Resources. The spatial extent of the activity has been fully mapped.
- Backlog – Skeleton. Where summary Activity and Bibliographic Sources have been created. The spatial extent of the activity has been mapped as a point location only.

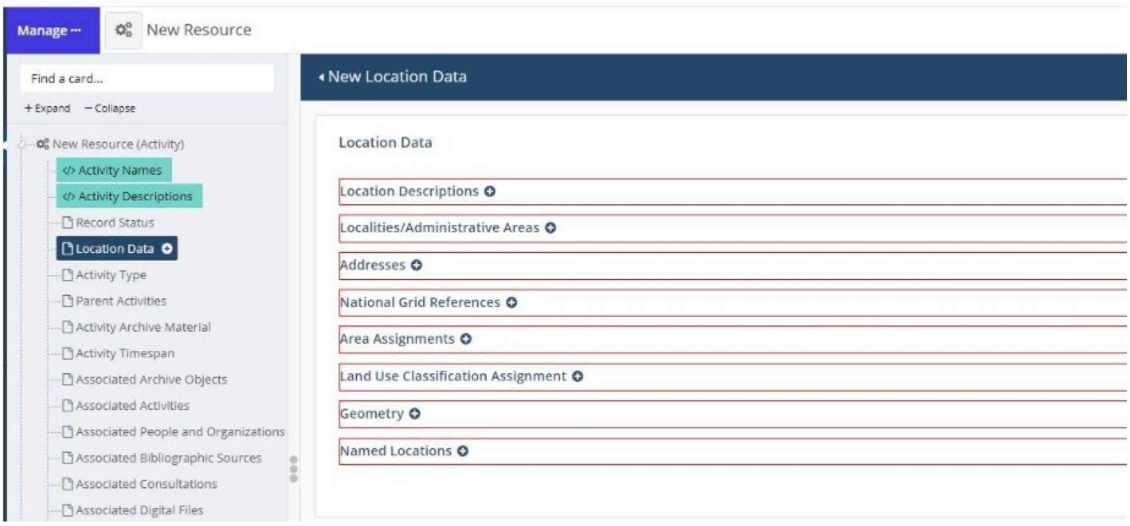
Populate the appropriate radio button and select *Add*.



Location Data

The Location Data facet contains a number of cards in which data related to the location of the activity can recorded, from addresses and textual descriptions of the location to spatial depictions.

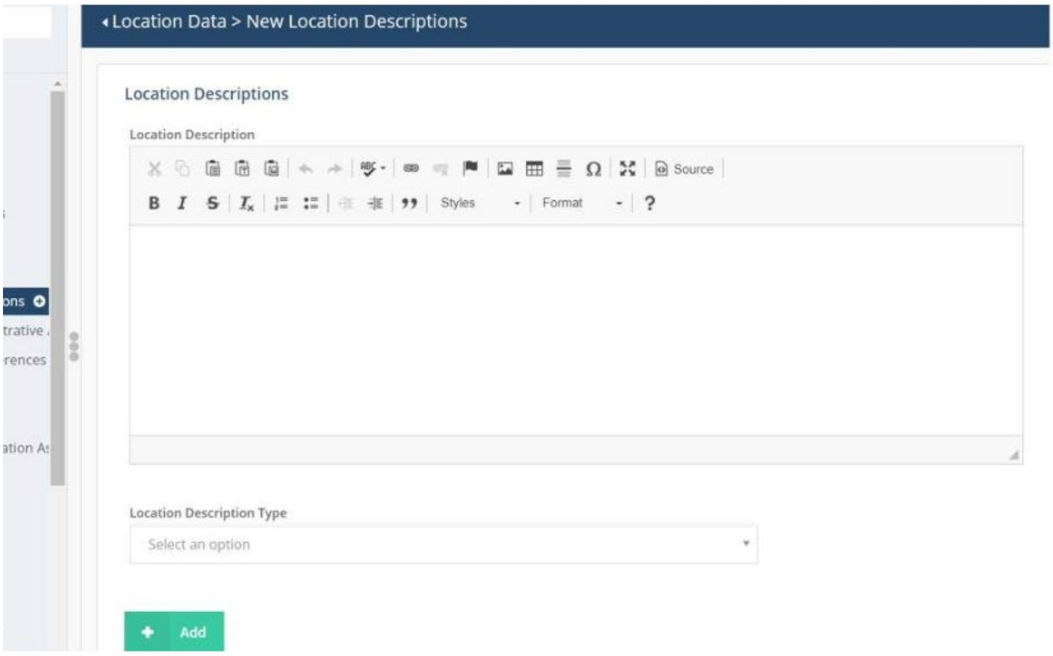
Select the Location Data facet title from the tree view on the left of the screen to open the card containing the individual Location data elements. Select each using the + icon.



Locational Descriptions

This allows the creation of a narrative description of the locations and/or directions to find the resource - particularly useful for archaeological features or sites without addresses.

The card has a Location Description Type pick list and a free text Description field with standard text tools included.

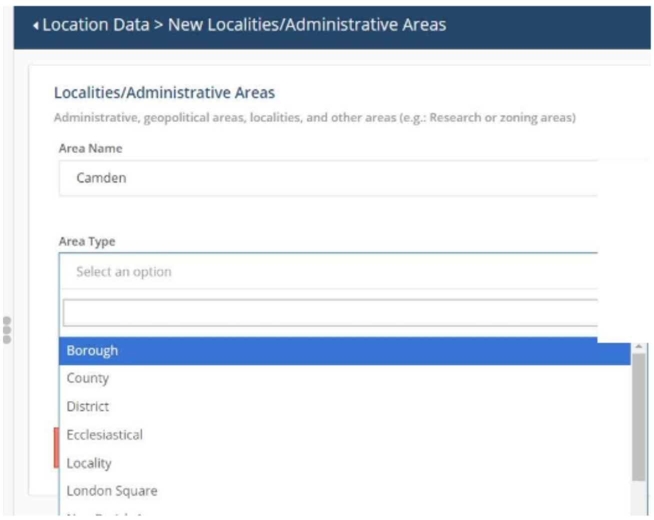


Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.

Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

To add administrative information manually:



Insert the *Area Name*

Select an *Area Type* from the drop-down list

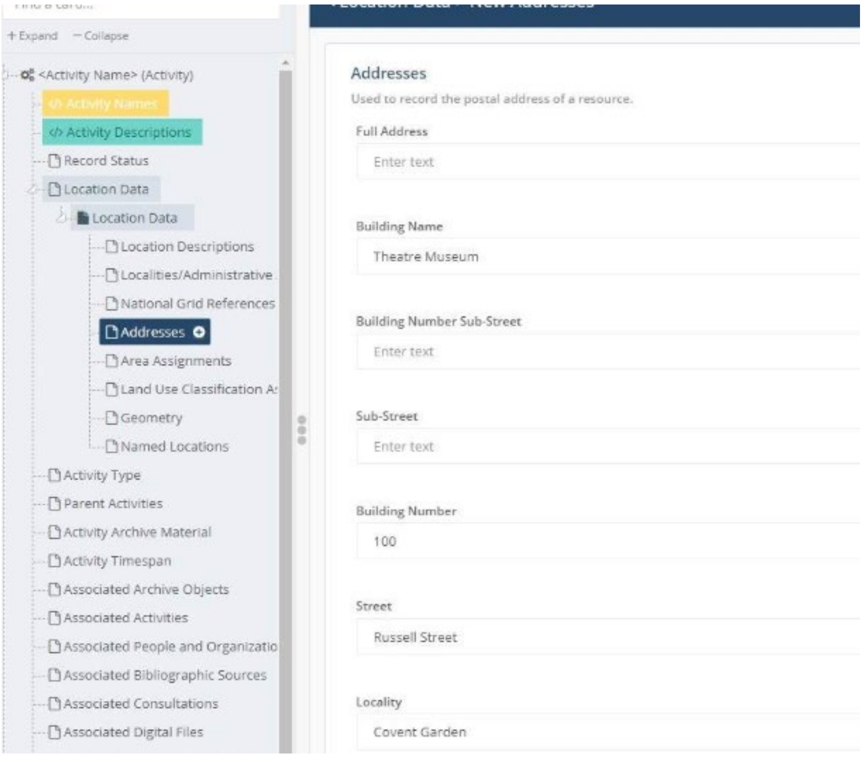
Select an appropriate *Currency* entry from the drop-down list (for example, Former)

Select *Add* to commit the new data.

To add additional areas, re-select the *Localities/Administrative Areas* heading in the panel on the left of the screen.

Addresses

This is for the addition of address data. Each element is a free text field except for Address Status and Address Currency.



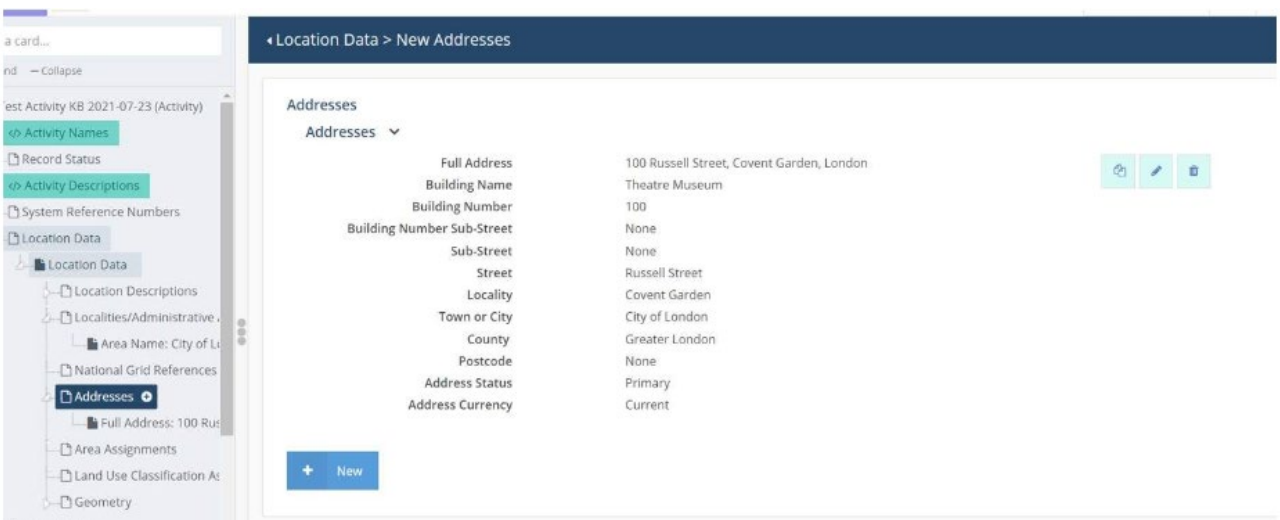
Insert data in the appropriate fields and select *Add*.

Note: The *Full Address* node will be auto-populated once the different address elements have been recorded separately and saved.

Note: location elements such as District, Parish, Unitary Authority etc. are recorded elsewhere in the Localities/Administrative Areas element of the Location Data Facet.

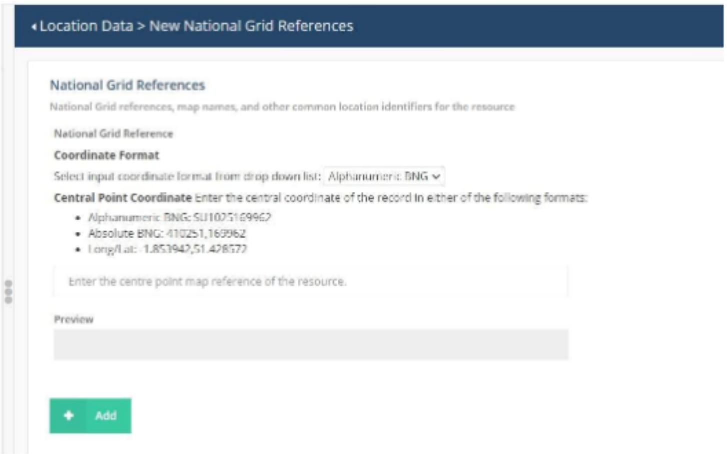
NOTE: Currently, where address text boxes are not used, the *Full Address* auto-populate displays these null values as commas - for example. *Woodcote High School,, , , Meadow Rise, , Coulsdon, , CR5 2EH*

Former or historic addresses can be recorded (utilising the Former or Historic Currency setting) by re-selecting the Address facet title in the tree view on the left of the screen. This will open a summary of the address already entered with a **New** button below with which to open a new, empty Address card.



National Grid References

This card facilitates the creation of spatial depictions (GIS points) through the manual entry of British National Grid references (alpha-numeric or absolutes) or Longitude/Latitude (in Decimal Degree format).



Note: To immediately view the point on the map display once saved, refresh the web page using the icon in the main tool bar.

Select the appropriate coordinate format from the drop-down list (for example, *Absolute BNG*)

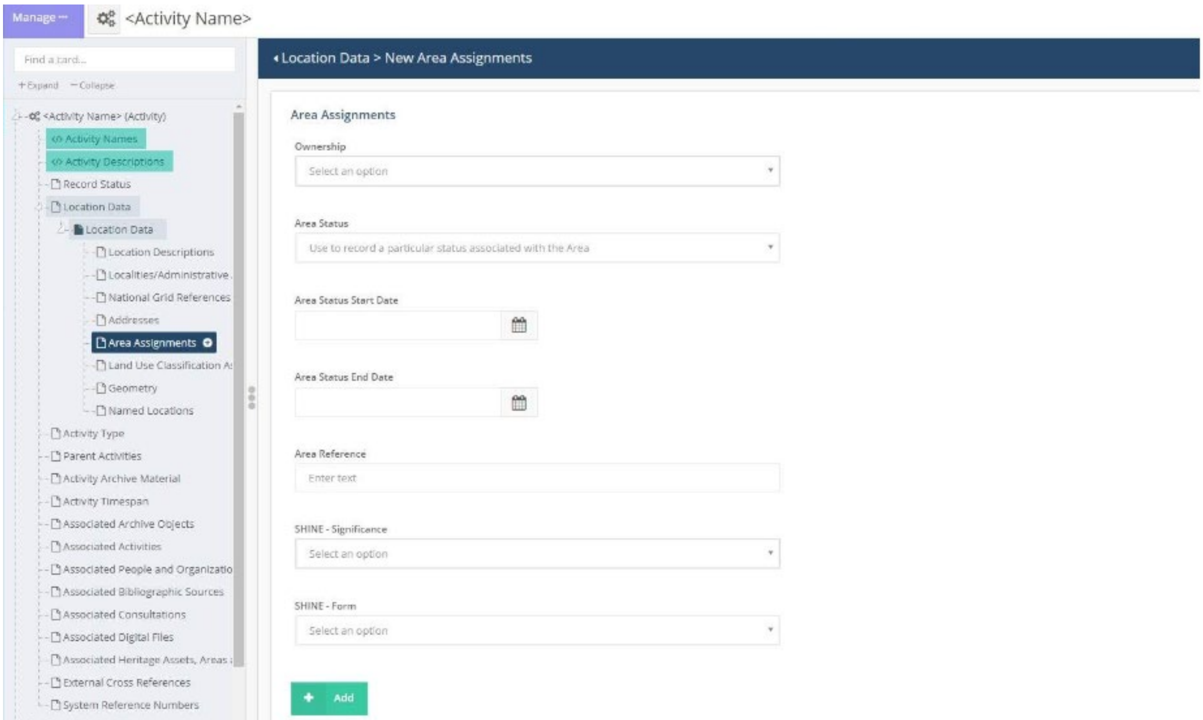
Enter the coordinates in the text field, following the data format illustrated in the examples above it and select the *Add* button.

The Preview node will display the coordinates as an Alphanumeric BNG value. If satisfied the coordinates are correct, select *Add* once again.

If you are creating a spatial feature using the map interface and drawing tools the National Grid References card will be automatically populated with the coordinates for the feature's centre-point. This will also be automatically updated should it be necessary to move or delete and re-draw the feature.

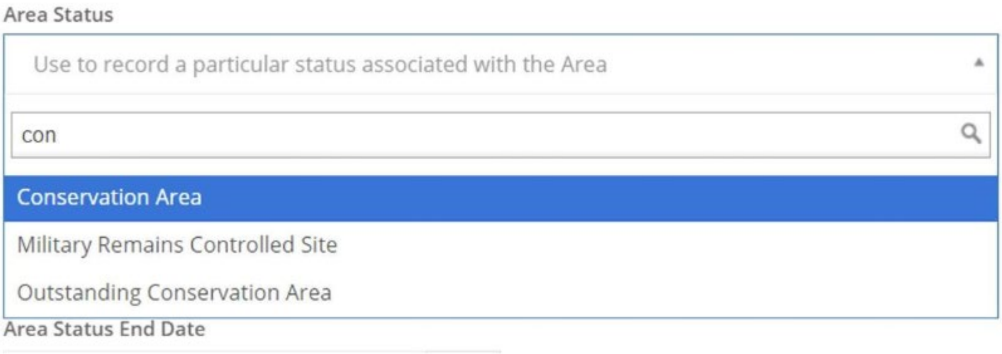
Area Assignments

Where the Activity falls within an area that is subject to some form of designation or special status, this can be expressed in the Area Assignments card.



Ownership: Specify whether the area is Public, Private or State-owned.

Area Status: Select an entry from the drop-down list of terms, entering a term or part of a term to retrieve a specific entry.



Area Status Start/End Date: If known, record the date on which the status was conferred and/or withdrawn (if the status no longer applies). Insert data using the calendar function attached to the nodes, or else manually in YYYY-MM-DD format.

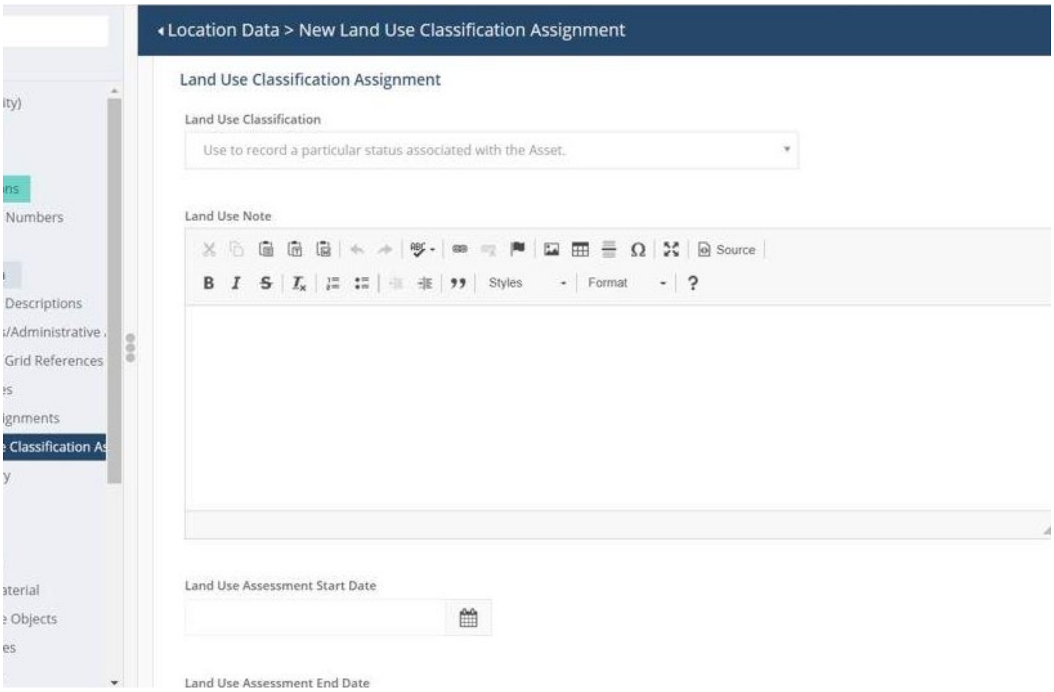
Area Reference: A free-text node for recording details such as the area name or other identifiers.

SHINE - Significance: Where an activity has relevance for the Selected Heritage Inventory for Natural England (SHINE) dataset of undesignated historic environment features, a level of significance can be applied using this node: *Low / Medium / High*.

SHINE - Form: This node facilitates the application of site/environment characterisation terms as applied to the SHINE dataset.

<u>Land Use Classification Assignment</u>

This is an Authority list of terms describing land and environmental use or characteristics for the location of an activity (e.g. Wetlands, Woodland, Inter-tidal etc.).



Land Use Classification: Select a term from the drop-down list of broad land classification terms (For Example, Other 4 (Churchyard))

Land Use Note: A free-text node for the recording of notes, comments or observations.

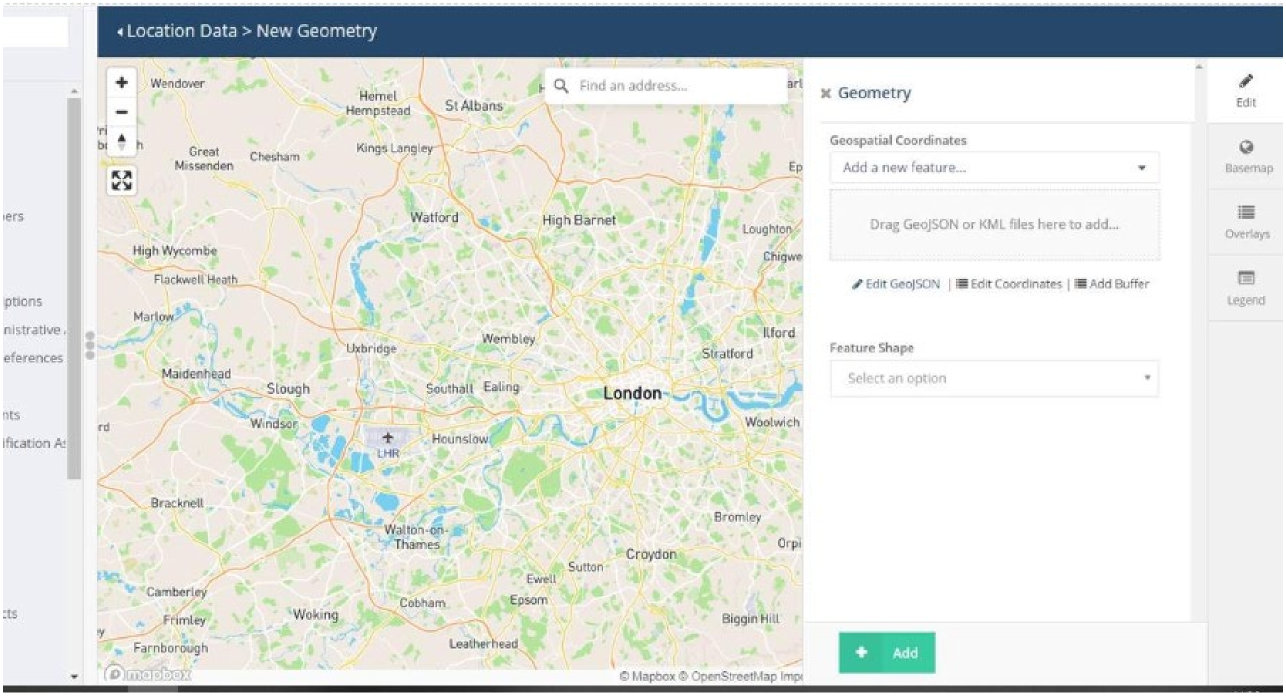
Land Use Assessment Start/End Date: Where the land use classification is the result of a formal assessment, the date/s on which this occurred can be recorded either using the calendar function attached to each node or by manually entering values in YYYY-MM-DD format.

Geology: Where known, select a term from the drop-down list of geological types to characterize the geology of the site (For example, Tertiary Clay).

Sub-Soil: Where known, select a term from the drop-down list of types to define the sub-soil character of the site.

Geometry

To apply a map depiction of the Activity site, select the Geometry option in the Location Data card. A map display will open with the Edit panel displayed. This contains a selection of drawing tools and options for creating your spatial depiction.



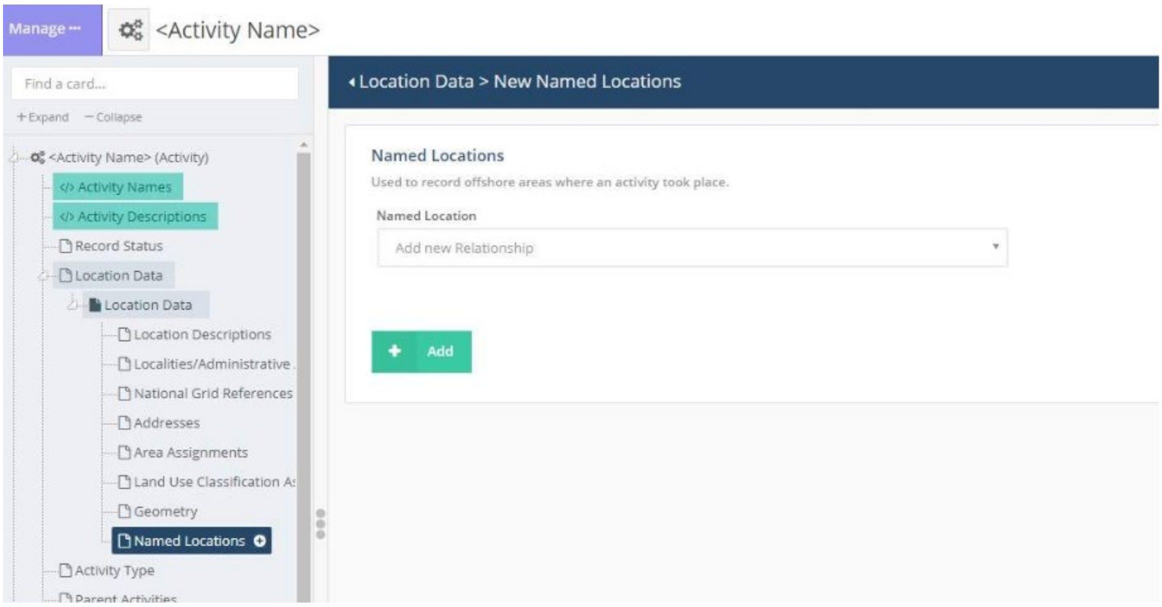
For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

Named Locations

This card facilitates the recording of a Named Locations which is a general location, area or vicinity applied to one or more records, applied primarily to the recording of Marine and Aircraft Casualty data where no precise place of loss has been recorded.

These areas can be recorded as *Place* resources and then accessed and applied to a Casualty or Known Site.

Insert the name or part of the name of a Named Location. The drop-down list will display all matching values present as *Place* resources. Select the correct Named Location and commit the record by selecting *Add*.

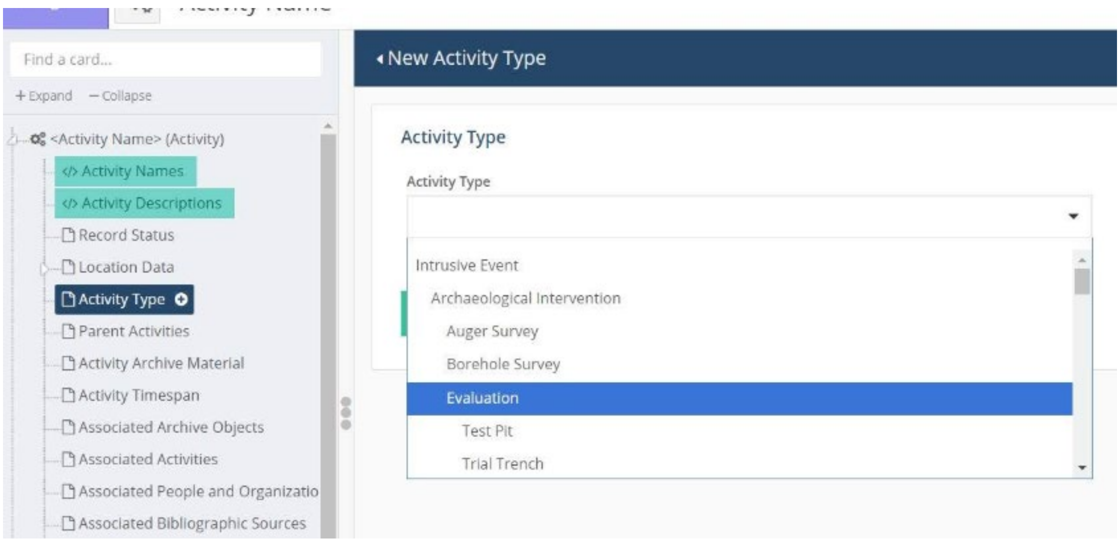


<u>Activity Type</u>

Describes the type of activity being recorded (e.g. Excavation). For help choosing the correct activity type check the scope notes in the FISH Event Types Thesaurus. This can be found in the Arches for HERs Reference Data Manager (RDM) (see the guide to *Arches for HERs for Local Administrators*).

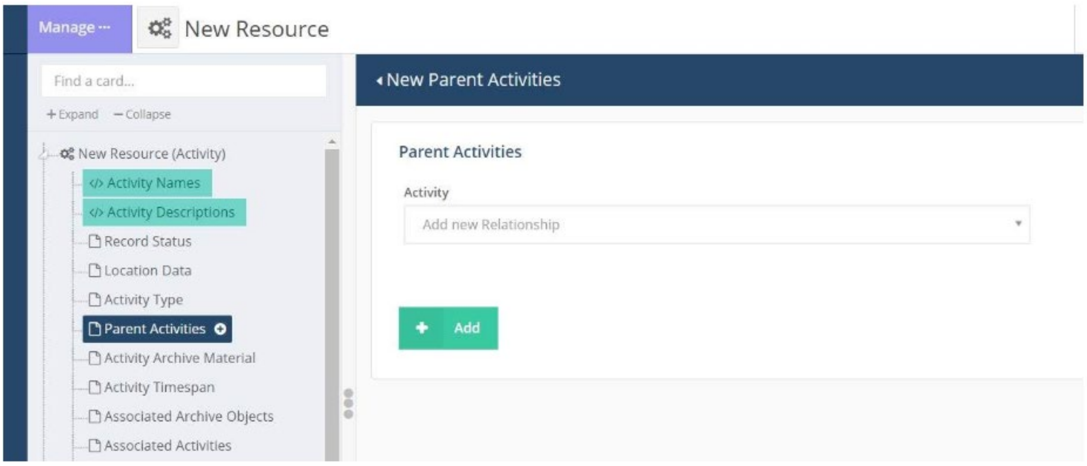
Select the *Activity Type* facet title from the tree view on the left of the screen to open the data entry card.

Select an entry from the drop-down list of Activity Types.

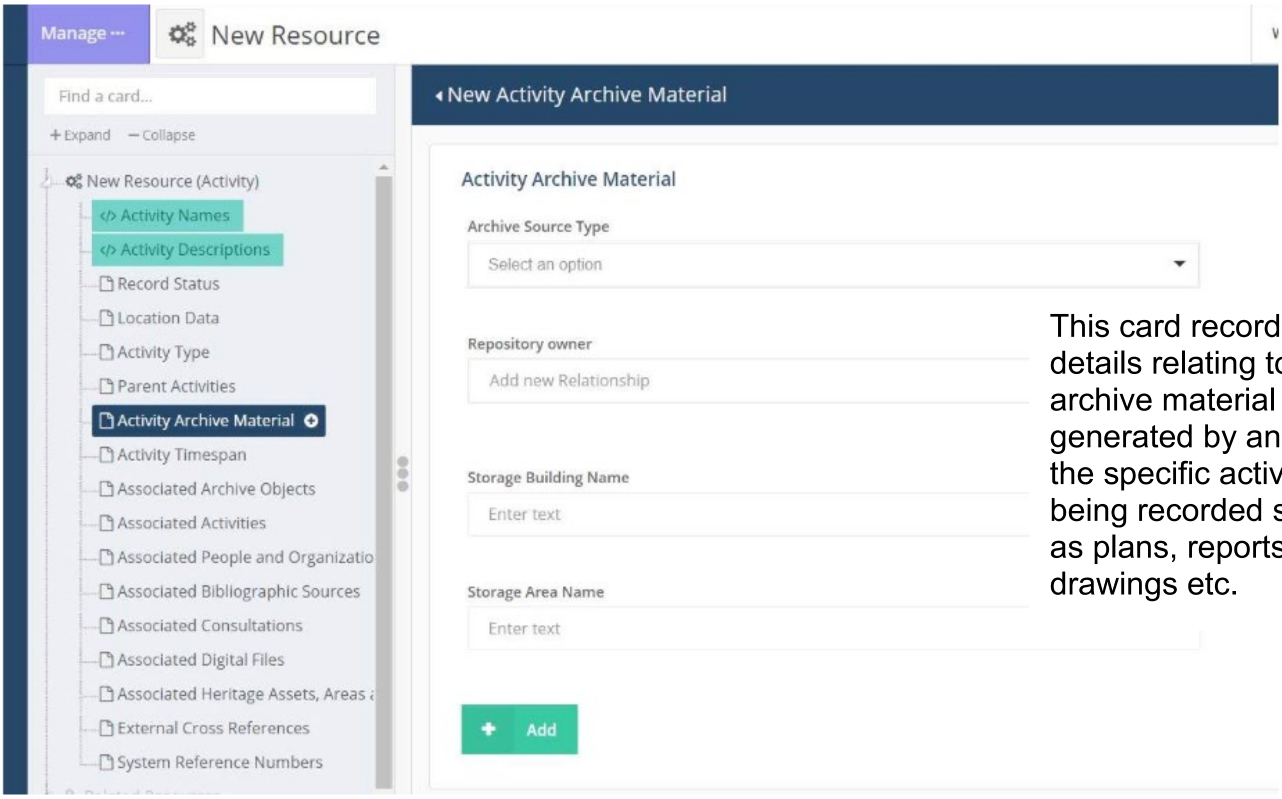


Parent Activities

Where an Activity occurs as part of a broader activity or project, and is recorded within Arches HER as a Resource in its own right, an association can be created with the Parent Activity by retrieving and selecting it in the Activity node.



Activity Archive Material



This card records details relating to archive material generated by and for the specific activity being recorded such as plans, reports, drawings etc.

Archive Source Type: This node accesses a drop-down list of source types.

Repository owner: This node records the individual or organization that owns the site at which the Activity Archive Material is stored. Individuals or organizations selected here should first be present in the appropriate Resource (Person / Organization) within the application.

Storage Building Name: This free-text node records the name of the facility/repository.

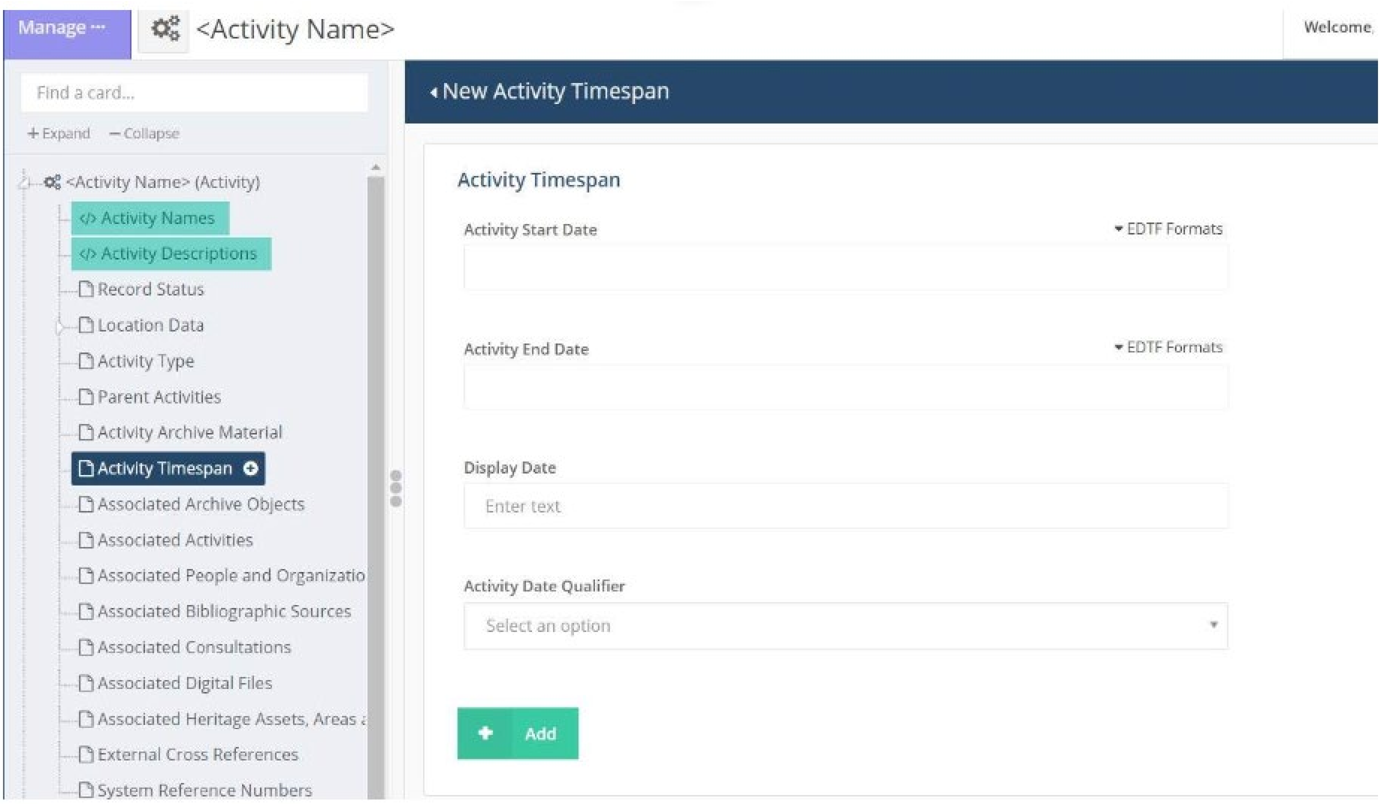
Storage Area Name: This free-text node records the specific location within the repository where the archive is stored.

Activity Timespan

Start/End Date: Insert minimum and maximum date values to specify the duration of the activity in YYYY-MM-DD format (see note on EDTF date formats attached to nodes).

Display Date: This free-text node facilitates the entry and display of non-standardized date expressions in the resource (For example, Jan-March 2017).

Date Qualifier: This node applies further context to the recorded Activity dates by allowing the user to select a term from the drop-down list of values (For Example, At Some Time).



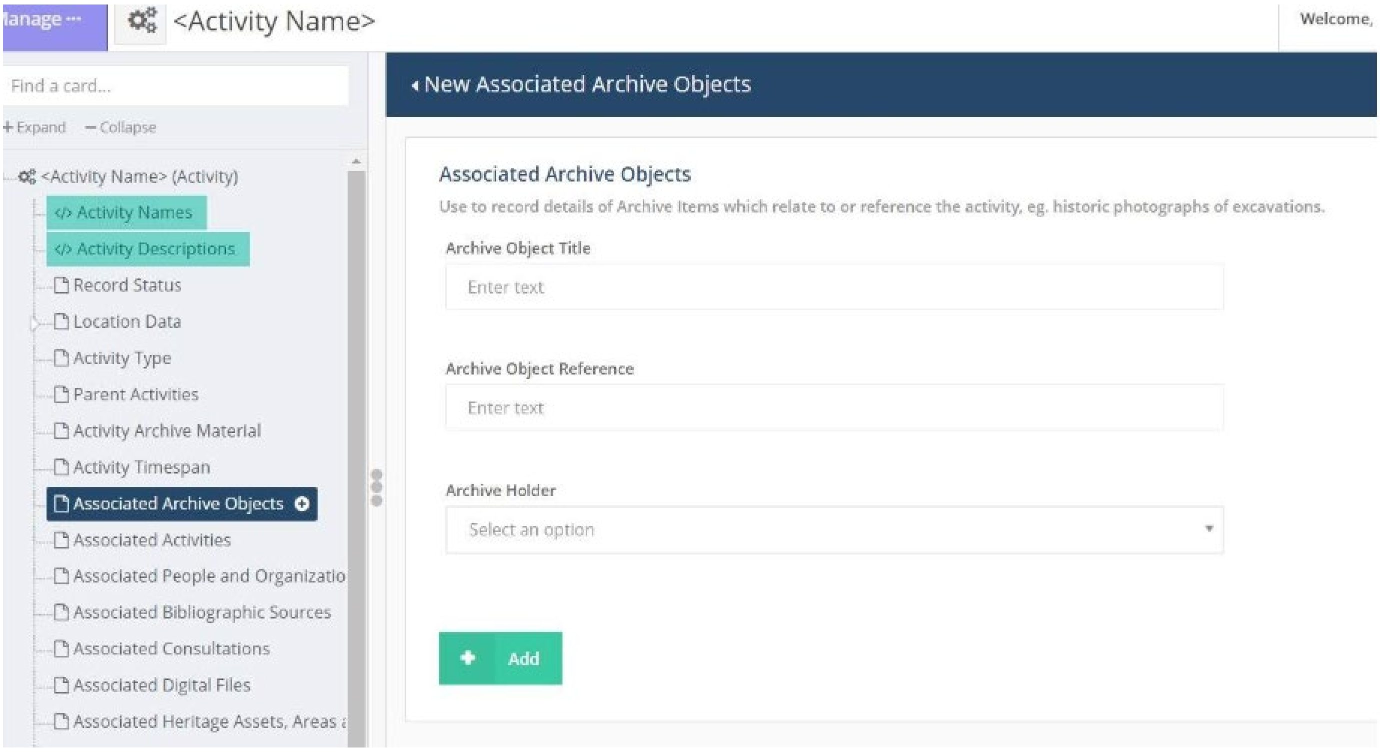
Associated Archive Objects

This Facet allows the user to create an association with an Archive item which relates to or references the Activity (e.g. historic photographs of excavations).

Archive Object Title: The item name as previously catalogued or recorded.

Archive Object Reference: The Archive item's existing reference number or identifier.

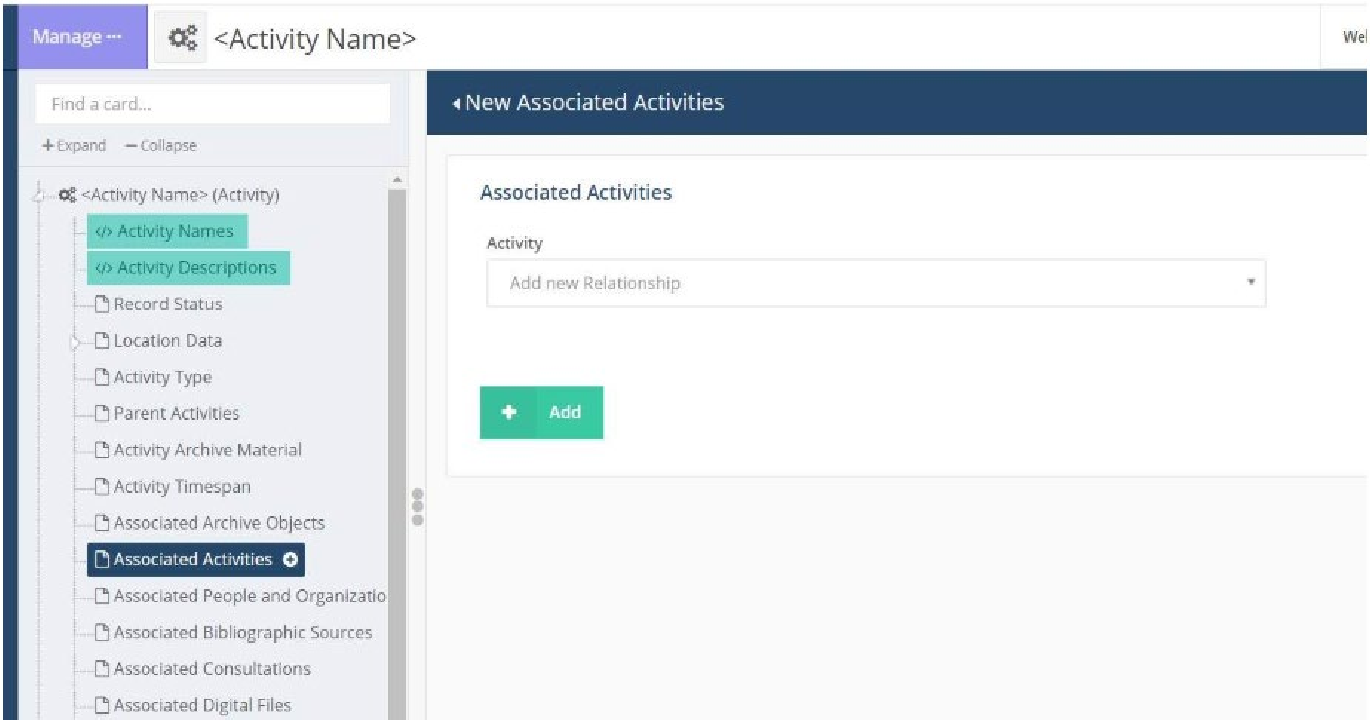
Archive Holder: The individual or organization that owns or is responsible for the associated archive item (e.g. Historic England Archive).

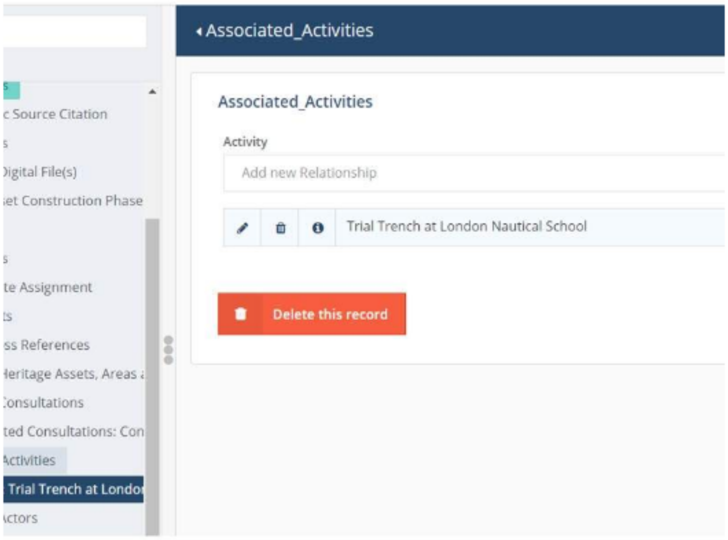


Associated Activities

This Facet allows the user to create an association with an existing Activity using the following data:

Activity: Insert a Name or UID in the Activity node to retrieve and select it from the drop-down list of Arches for HERs Activities. Select Add to commit it to the record.





Once an Activity is added, it will appear in a panel below the Activity node with a set of commands attached. Further Activities can be selected.

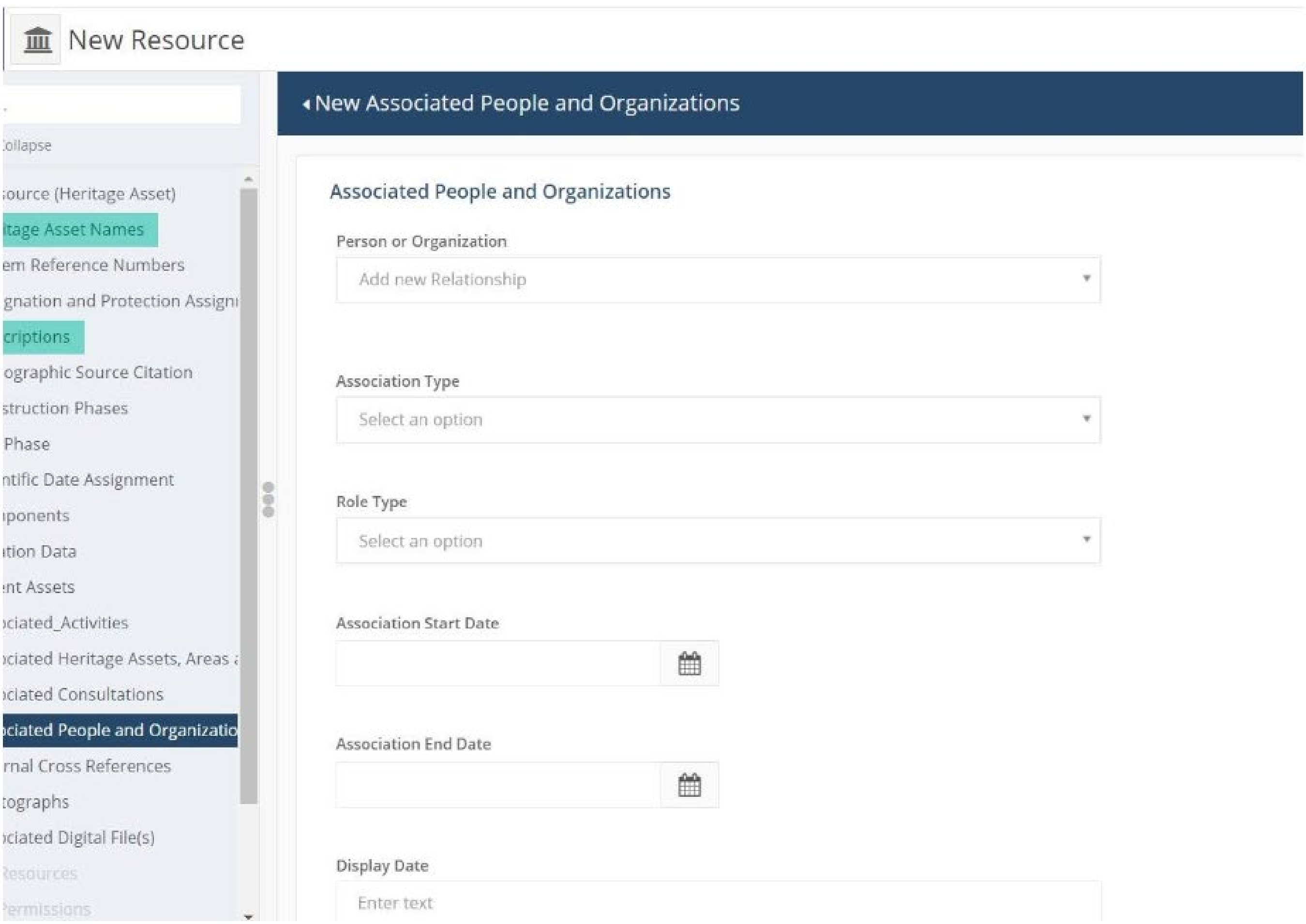
By selecting the **Edit** icon you can open the Activity resource instance in a new tab.

The **Delete** icon allows you to remove an individual Activity from the card – the Delete this record command at the bottom of the card will remove all its contents.

The **Information** icon will open a Related Resource Report. Use the X in the top-right corner of the summary to close it and return to the card.

Associated People and Organizations

This Facet allows the user to create an association with an individual and/or organization and define the context of the relationship by defining a role.



Person or Organization: Retrieve and select the individual or organization from the drop-down list of resources.

If a person or organization does not already exist as an Arches for HERs Resource, and is therefore un-selectable in the card, it will need to be created as a new Resource (People/Organization).

Association Type: Select a term from the drop-down list to indicate the relationship between the actor and the Activity (e.g. *General Association*).

Role Type: Select a term from the drop-down list to clarify the context of the actor’s association with the Activity (e.g. *Person of Historic Interest*).

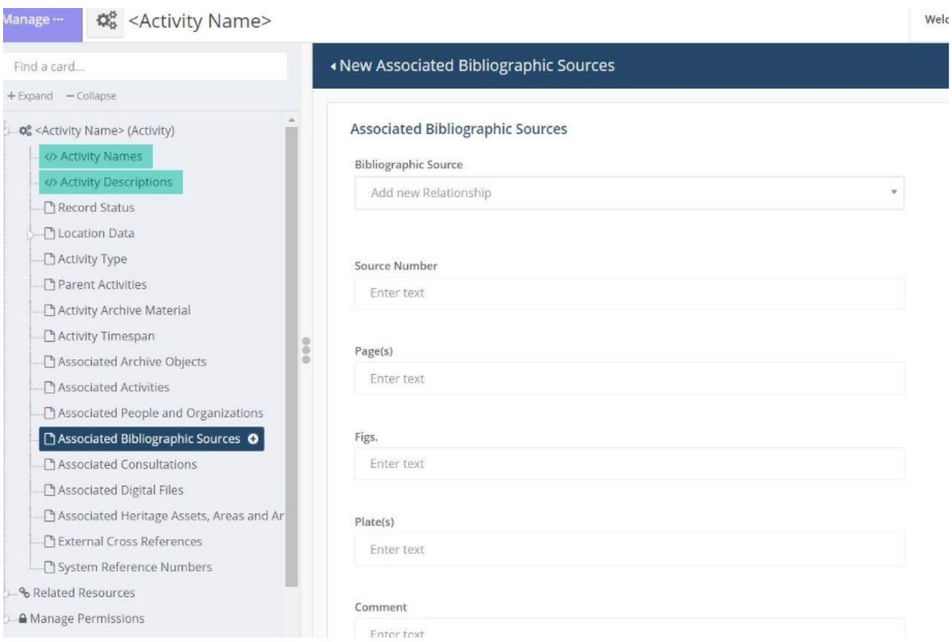
Display Date: This is a free-text node facilitating the inclusion of a non-standardised date or date range (for example, 1914-16).

Association Start Date/End Date: These nodes are used to express a specific date range by entering a minimum and maximum date value (for example 1914-01-01, 1916-12-31). Values can be inserted using the calendar functions attached to the nodes, or else entered manually in YYYY-MM-DD format.

Date Qualifier: Select an appropriate qualifier to express the context of the data or date range described to the associated actor (e.g. *At some time* would imply the actor was involved between the minimum and maximum dates recorded, but it is not possible to say what date exactly; *Between* would imply the actor’s association began on the minimum date and concluded on the maximum date).

Associated Bibliographic Sources

Details of the specific citation relating a source to an Activity. Where bibliographic sources already exist as Resources within the application, these will be retrieved and specific references added to the card. If a source does not already exist as a Resource it will need to be created as a new resource.



Bibliographic Source: The name of the bibliographic source containing the specific reference recorded.

Source Number: The cross reference number as used in descriptive text (for example, 1, 2, 3 etc.) to indicate the source of specific information.

Pages/s: Specific page references.

Figs: Figure numbers where appropriate.

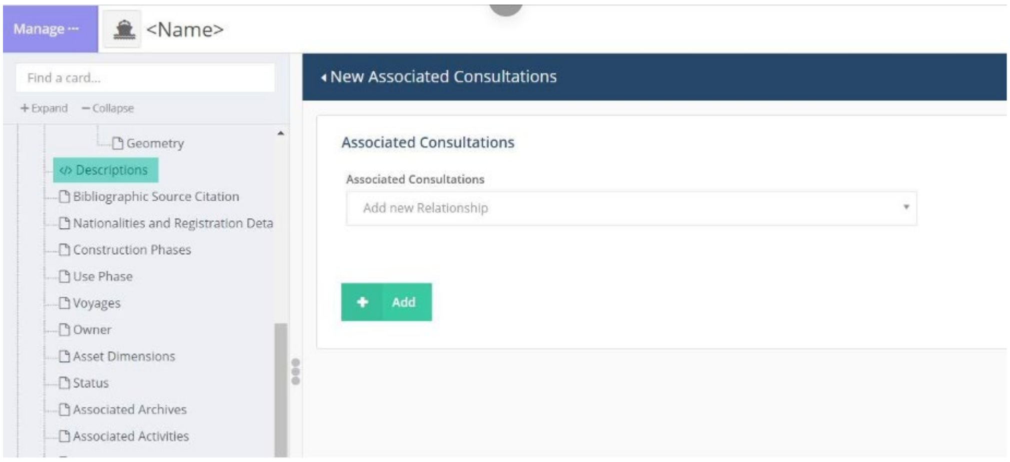
Plates: Illustrative plate numbers where appropriate.

Comment: To record addition information or references if required.

Further Bibliographic Sources can be recorded by re-selecting the Associated Bibliographic Source facet title in the tree view on the left-hand side of the screen to open a new, empty card.

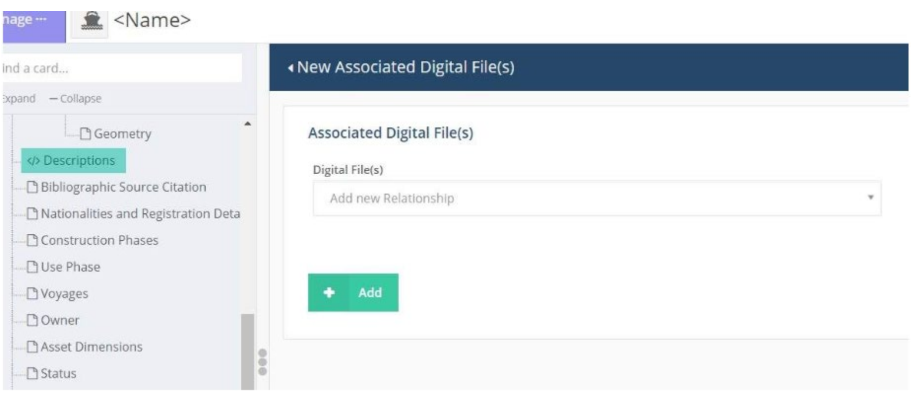
Associated Consultations

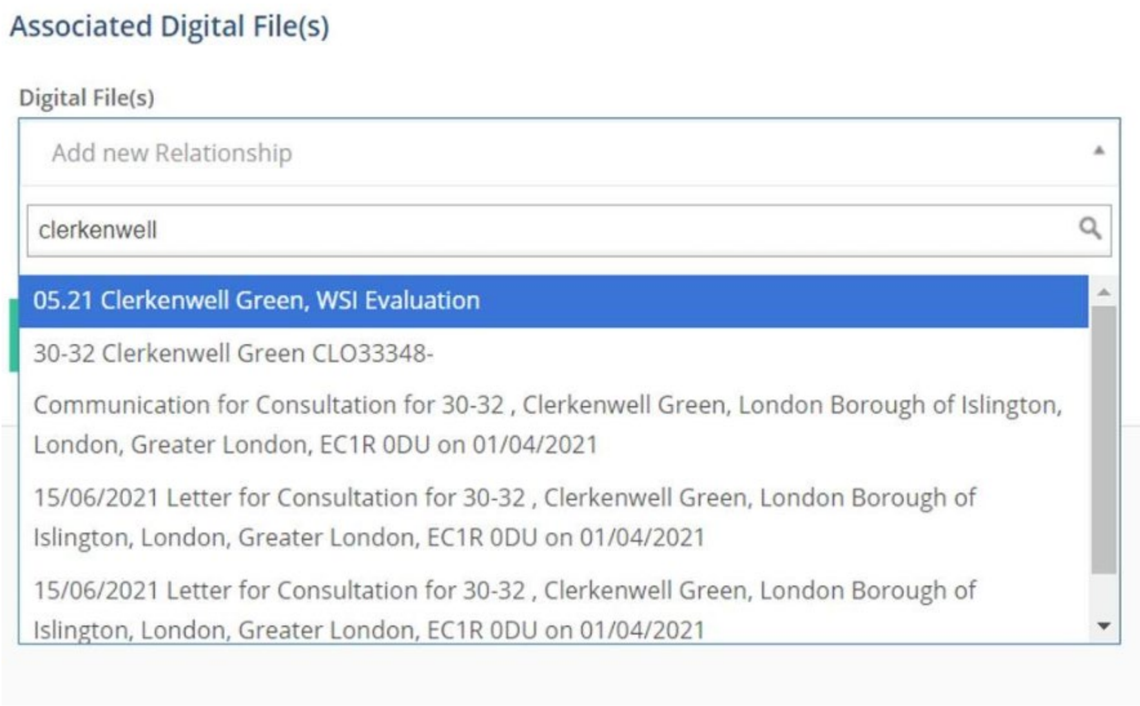
This Facet allows the user to create an association with a Consultations Resource by inserting the Name or UID of the associated Consultation and selecting it from the filtered drop-down list.



Associated Digital Files

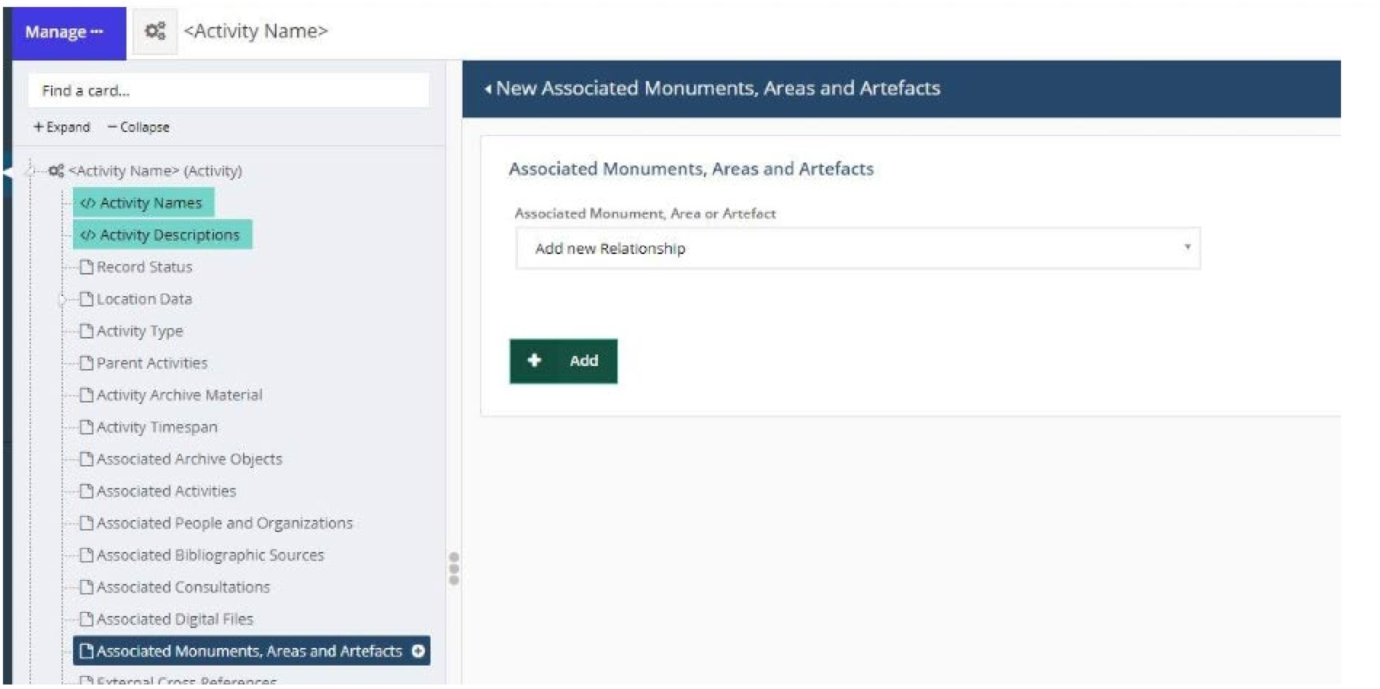
This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.





Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with other resources recorded as Monuments, Historic Aircraft, Maritime Vessels, Areas or Artefacts by inserting the Name or UID of the associated resource and selecting it from the filtered drop-down list.



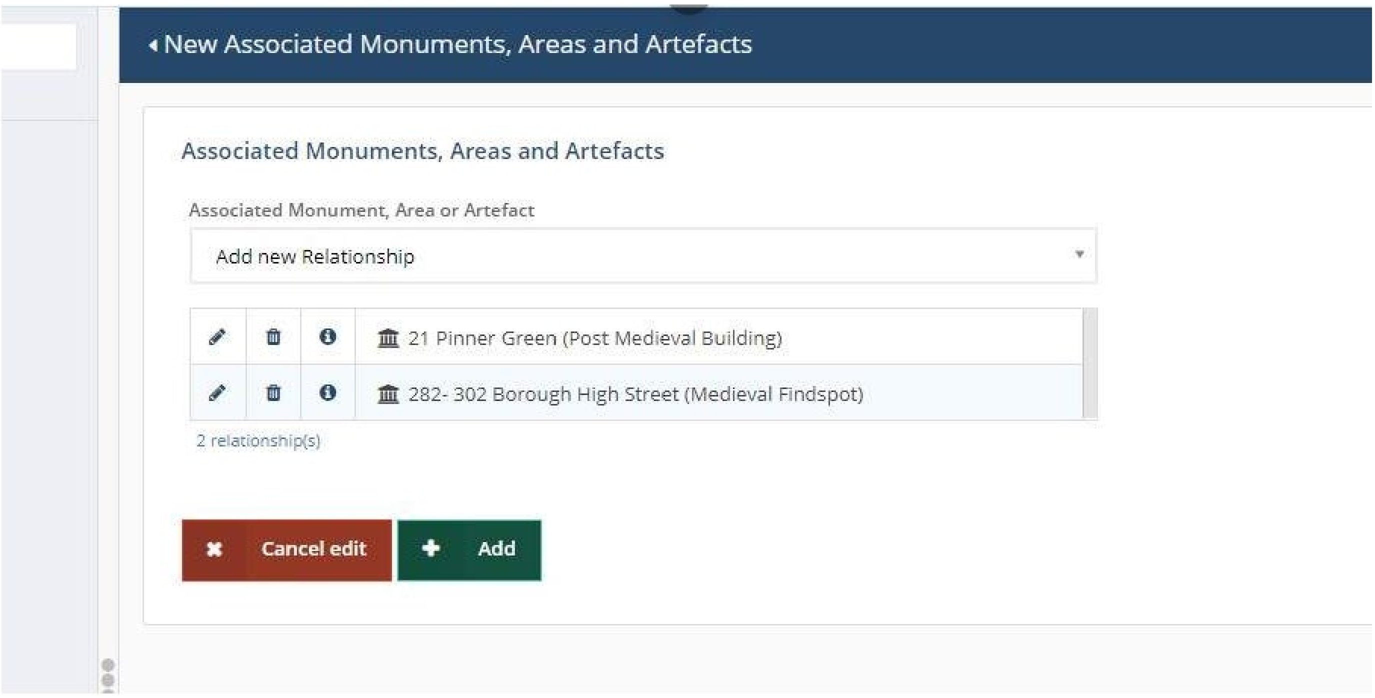
More than one Monument, Area or Artefact can be selected.

As each entry is selected, it will appear in a panel below the *Associated Monuments, Area or Artefact* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form.



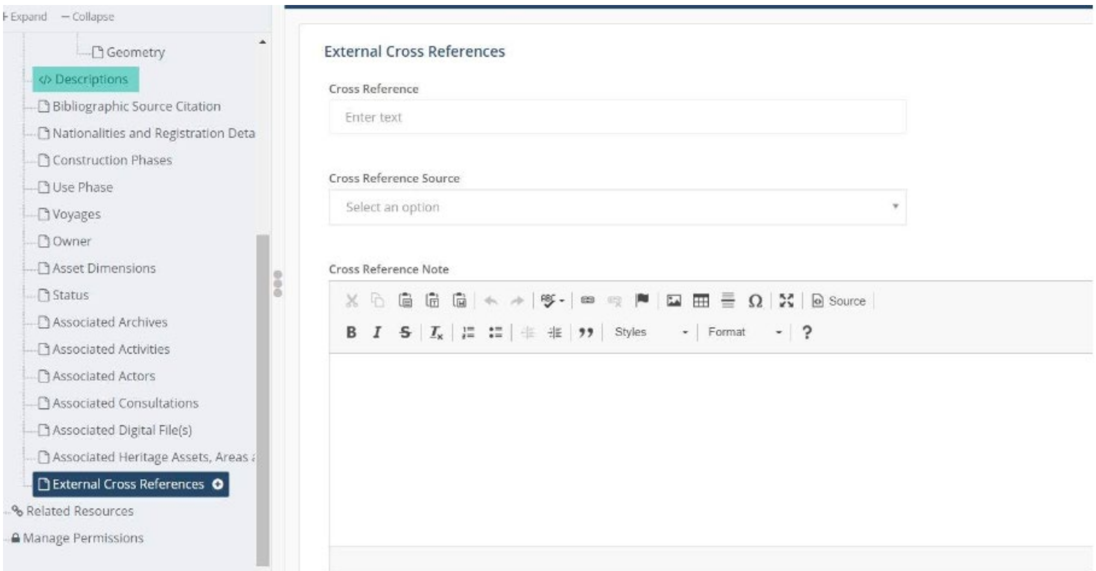
External Cross References

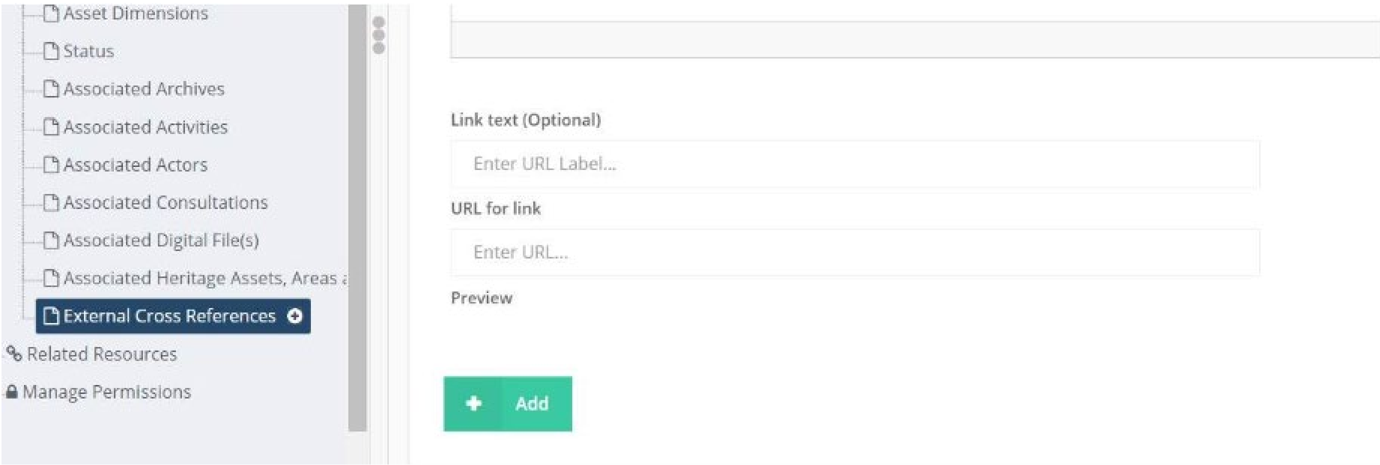
External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

The Cross Reference node should contain the identifier.

Cross Reference Source will contain the information system or organisation that contains the cross reference (for example, AIP Record Number).

Cross Reference Note is a free-text facility for recording any relevant additional details.

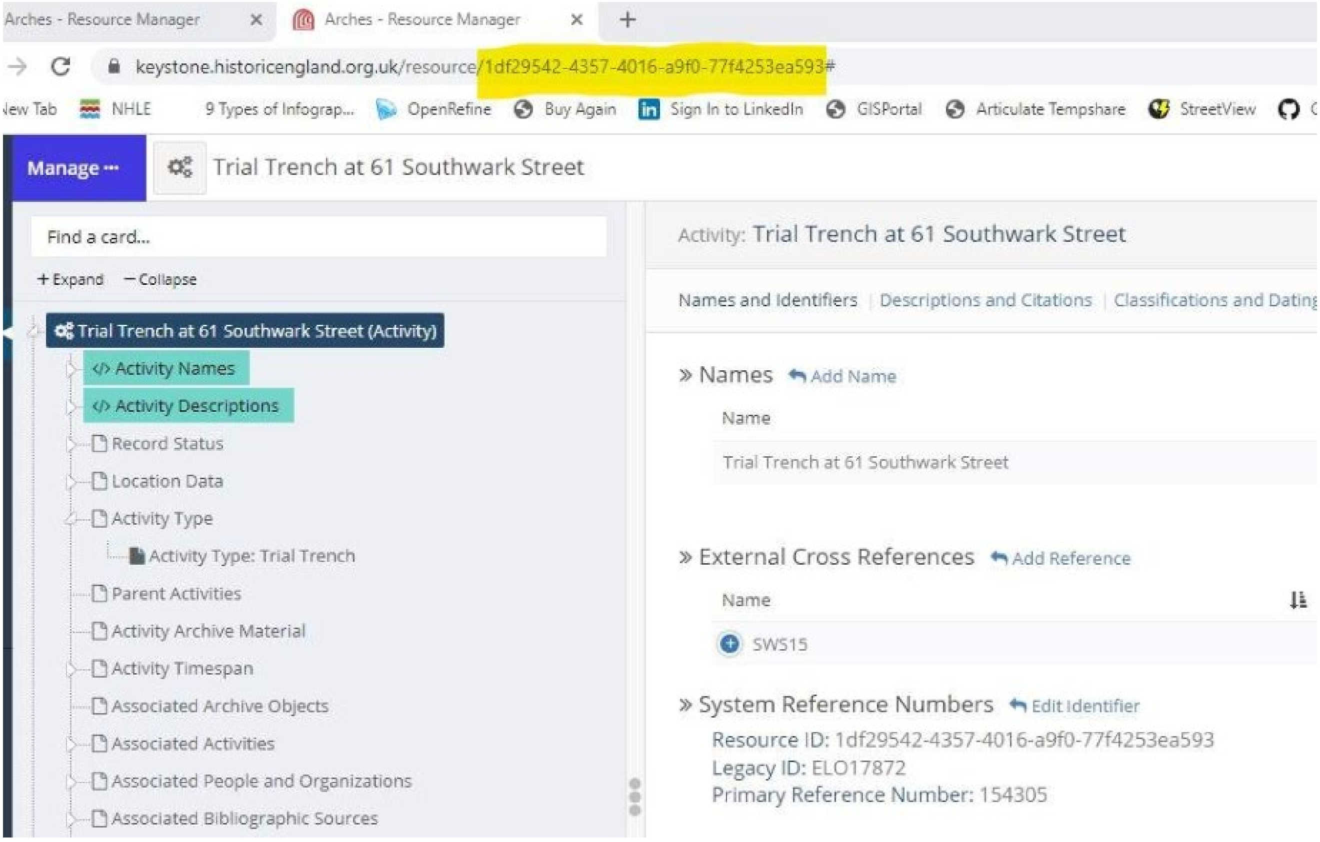




At the bottom of the form are nodes that enable you to include a URL link to a particular record or resource and any appropriate text or description.

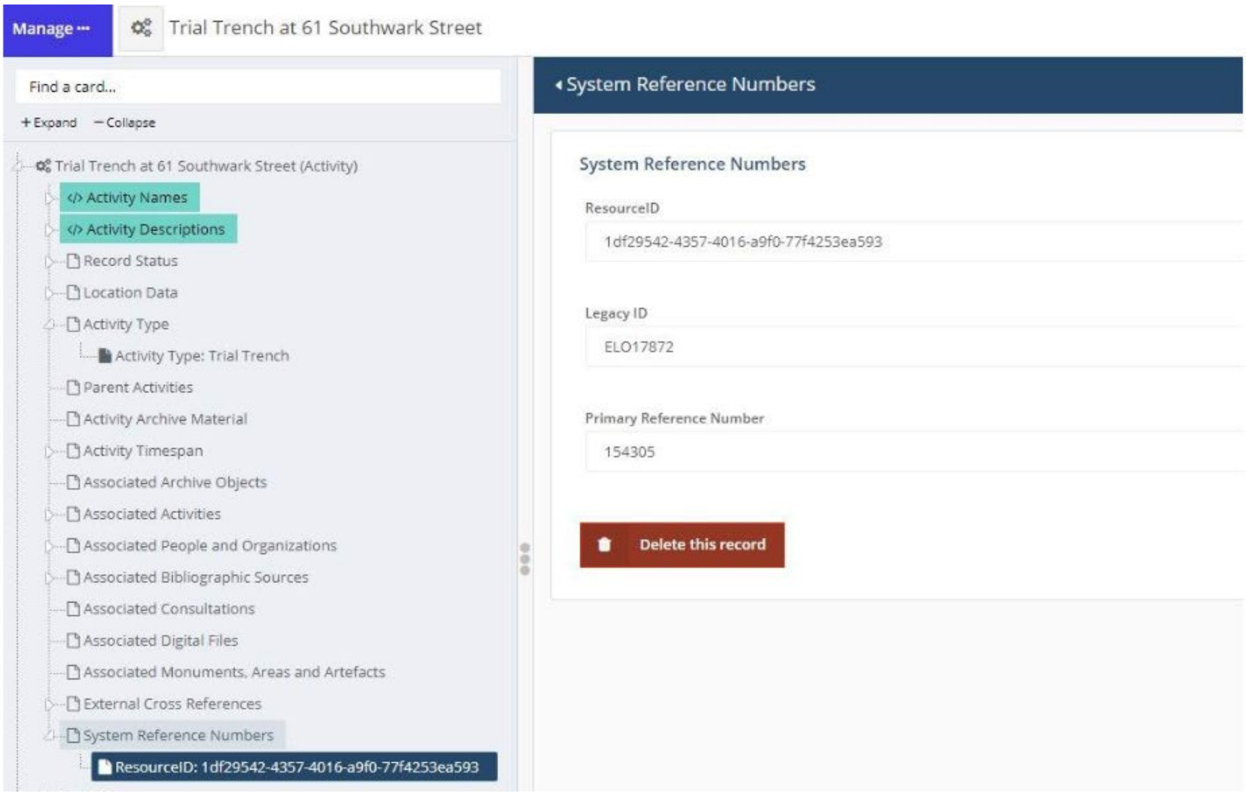
System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.



Application Area

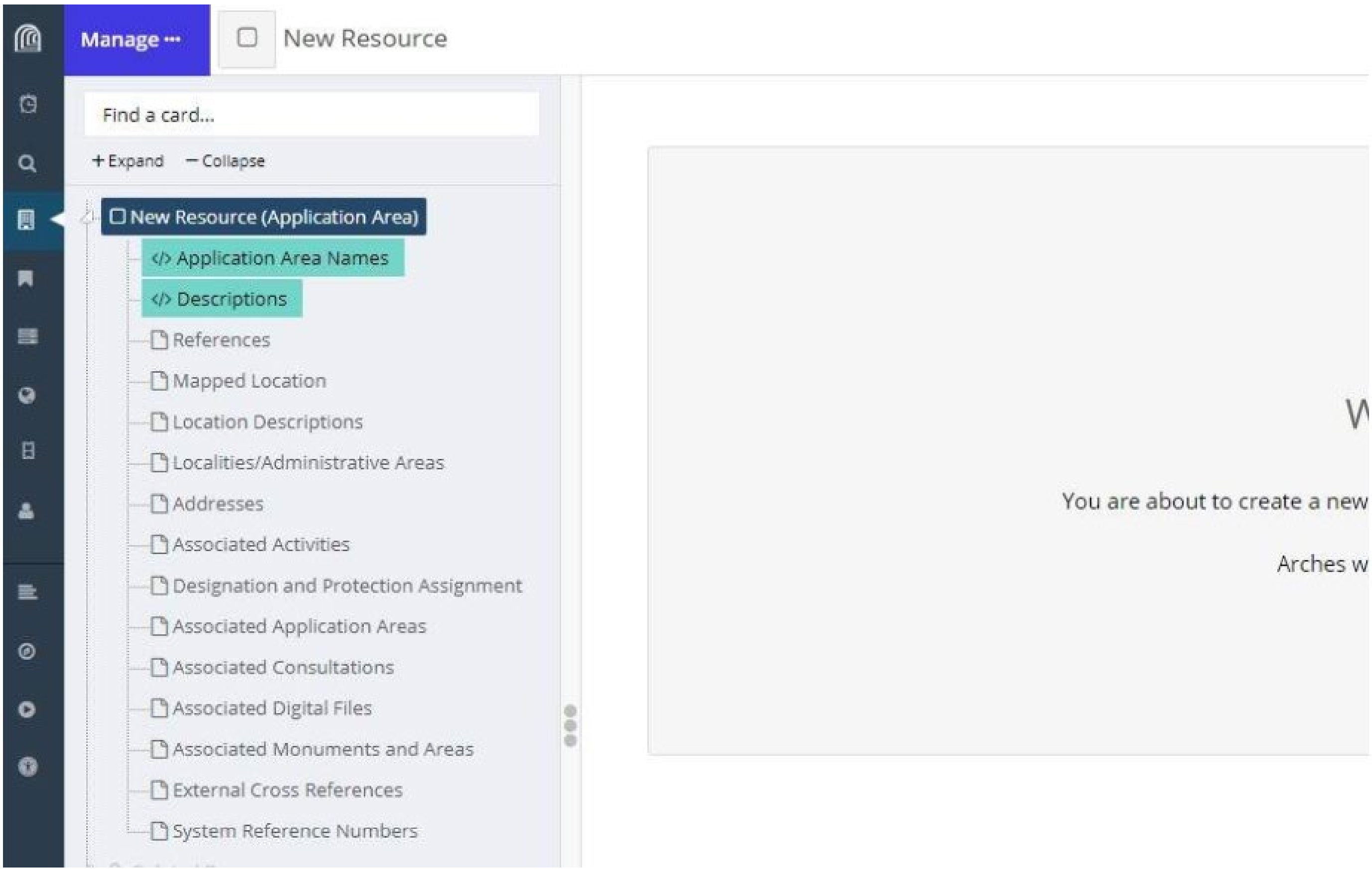
An area of land which is subject to a planning application and as such may have an impact on the historic environment or the setting of heritage assets.

Users can record in Arches for HERs a range of activities such as planning proposals, management agreements and grant applications which are relevant of heritage sites.

Management of development control casework is covered by two Resource Models: Application Area and Consultation.

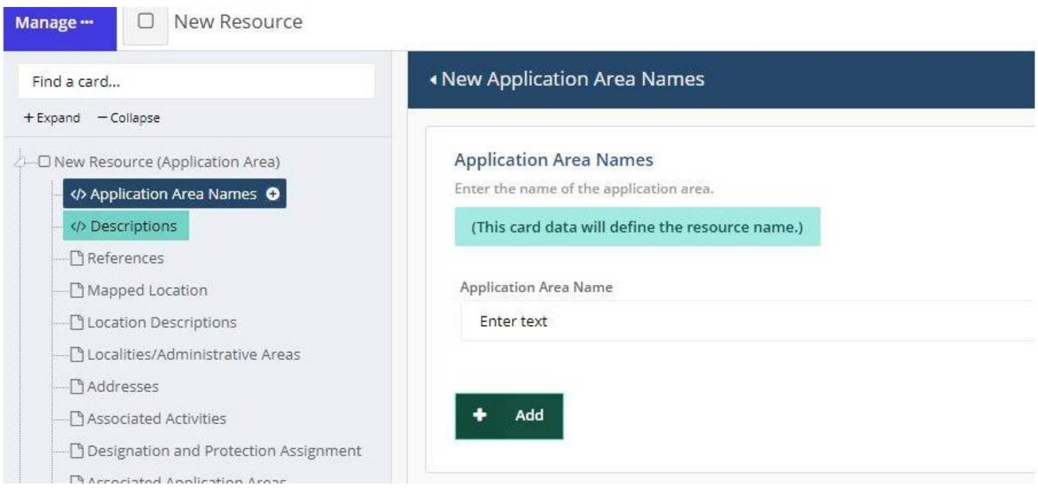
Application Area: This records the area which is subject to a planning application; associated Heritage Assets, any designations and relevant protections, and the area itself. The **planning applications**, and any conditions or advice, are recorded in the **Consultation** Resource Model.

Note: If the Application Area is a designated or protected site, so a scheduled monument or the whole of an Archaeological Priority Area, then link through the Designation or Protection Type. However, if it is just with an APA or a scheduled monument then it should be linked through Related Heritage Resources.



Application Area Names

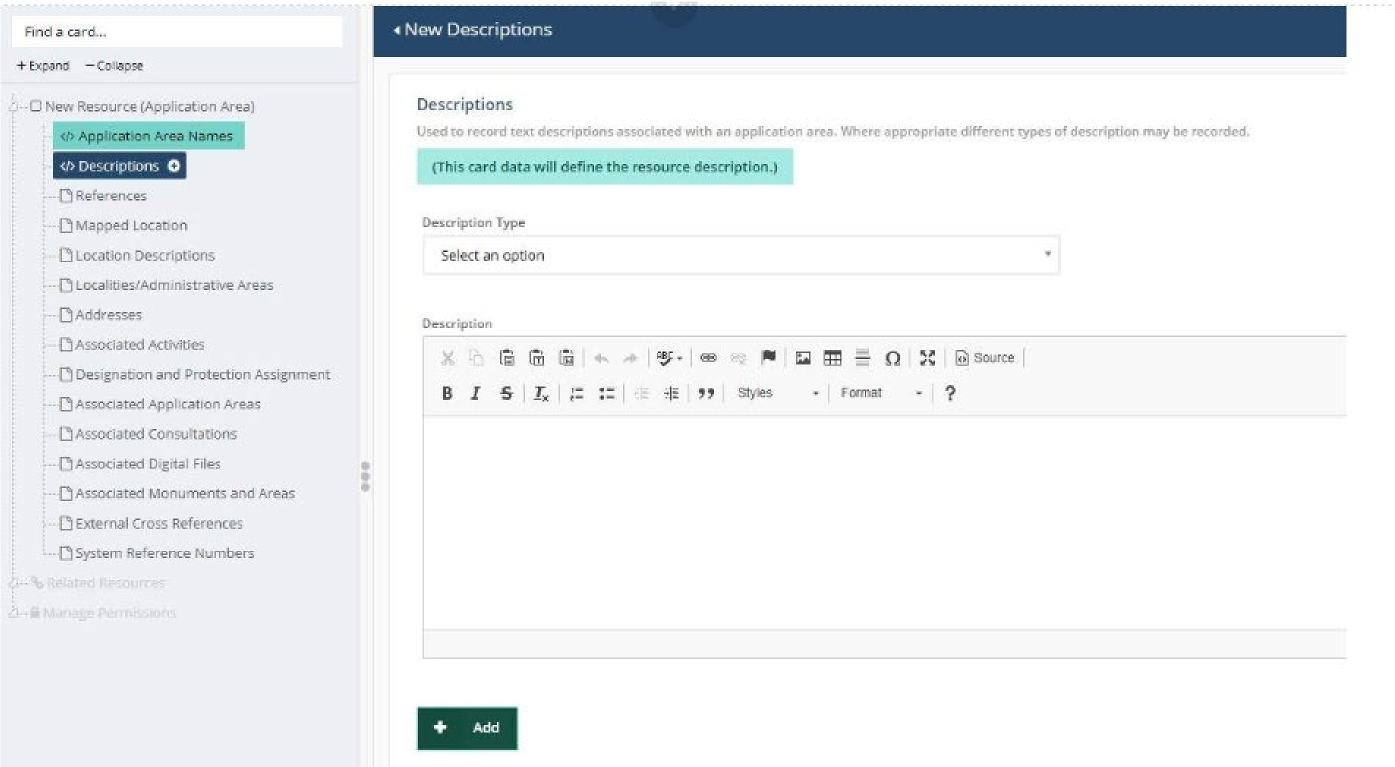
Insert the name in the free-text node. This is a mandatory field and must be completed for each Heritage Area recorded.



To add a further value, such as a Former, or Alternative name, re-select the Application Area Names facet from the left-hand column. A new, empty card will open to enable further data entry.

Descriptions

- **Select the Descriptions facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.**
- **Insert free-text descriptive text into the Description field and select an appropriate Type (e.g. *Summary, Full*) before selecting Add.**



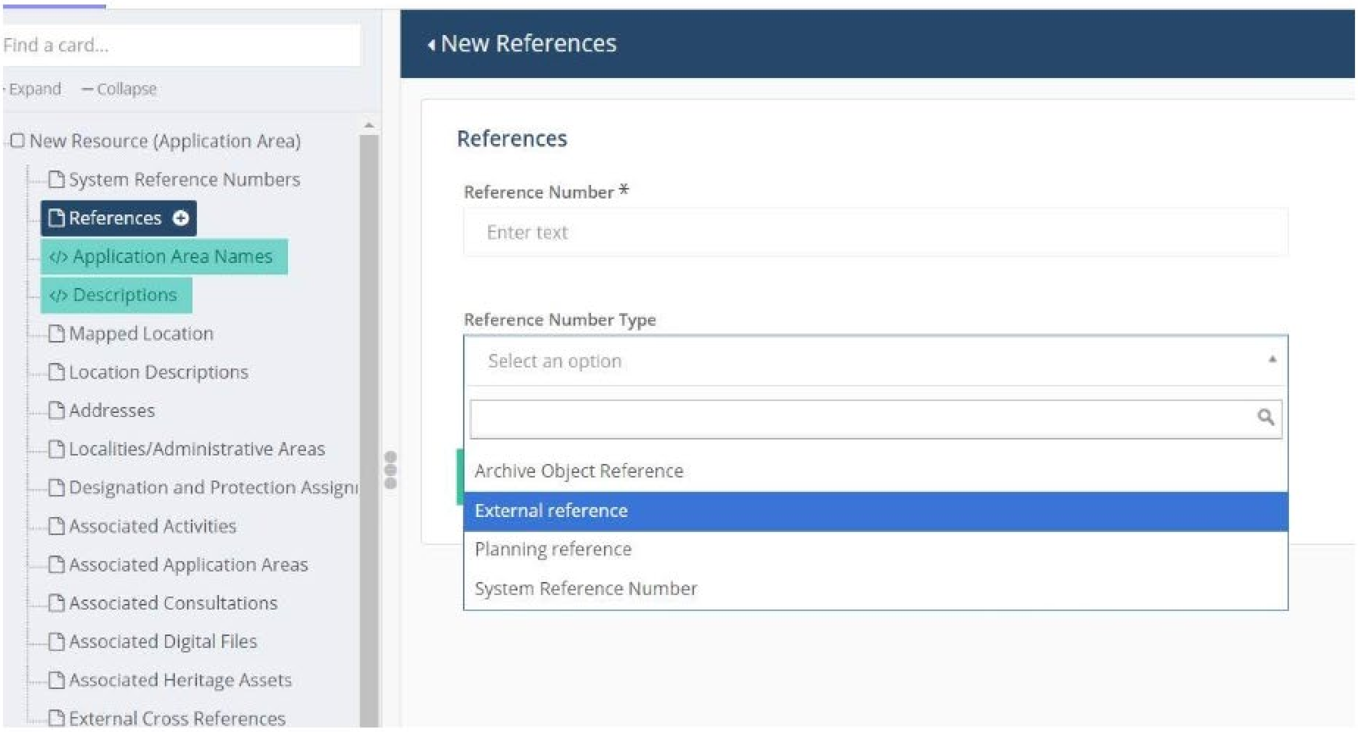
To add a further Description, re-select the Activity Descriptions facet title from the tree view on the left of the screen to open a new, empty card.

References

This branch records instances of associated non-Arches for HERs resource reference numbers and identifiers, such as Archive Object Numbers, Planning Reference Numbers etc. Such references for systems or datasets belonging to other bodies or organisations, the *External Cross References* card should be used.

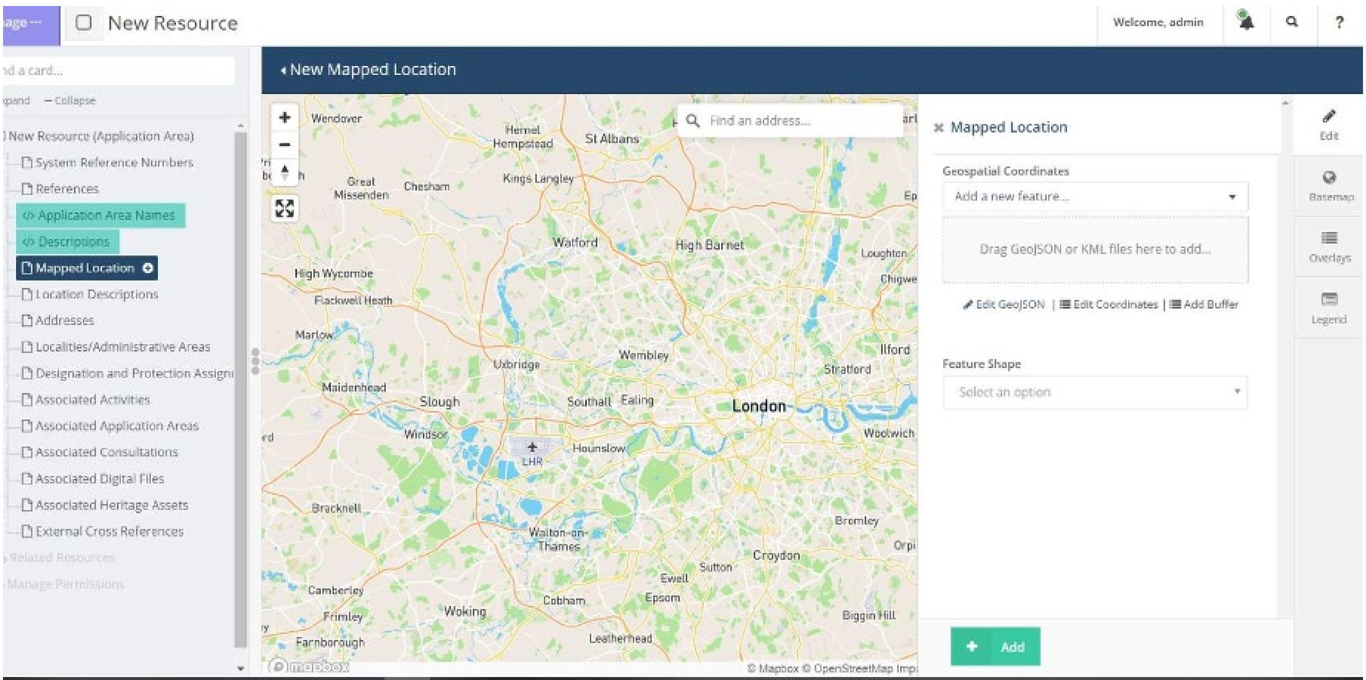
Reference Number: Insert the specific identifier in the free-text node.

Reference Number Type: Select an appropriate entry from the drop-down list of terms, defining the identifier's origin (e.g. External Reference)



Mapped Location

To apply a map depiction of the Application Area, select the Mapped Location facet. A map display will open with the Edit panel displayed. This contains a selection of drawing tools and options for creating your spatial depiction.

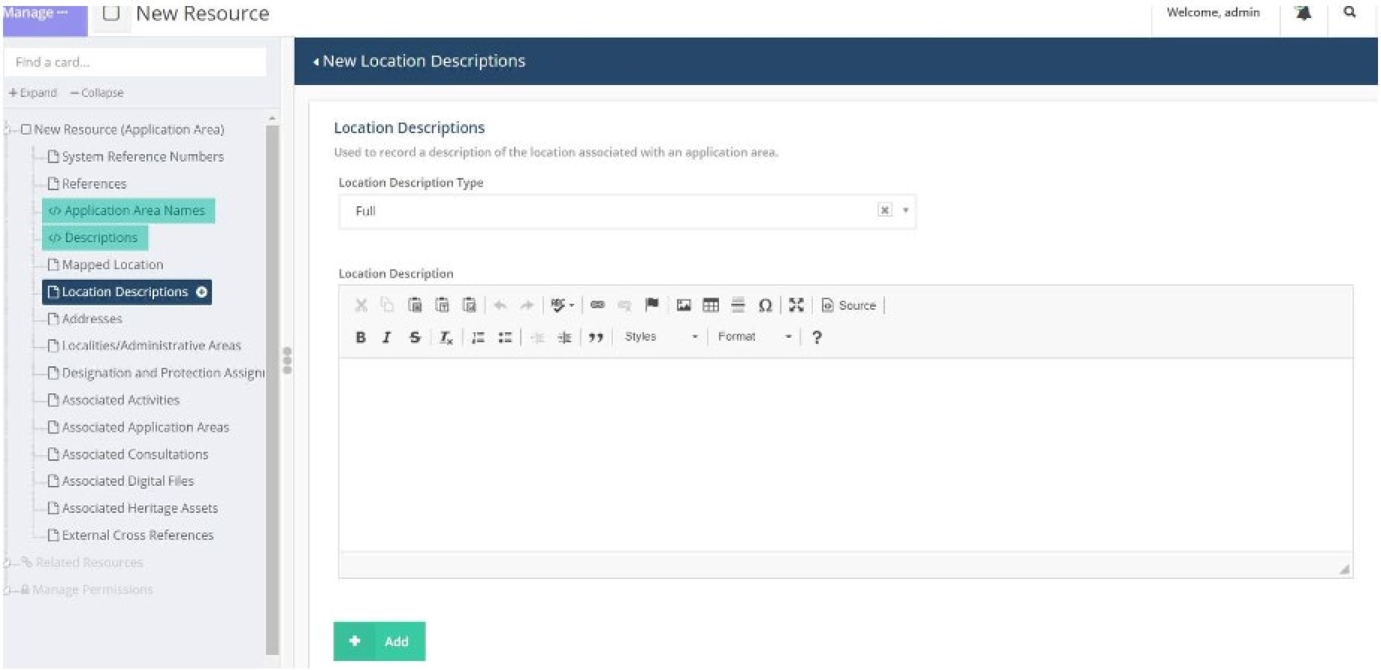


For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

Location Descriptions

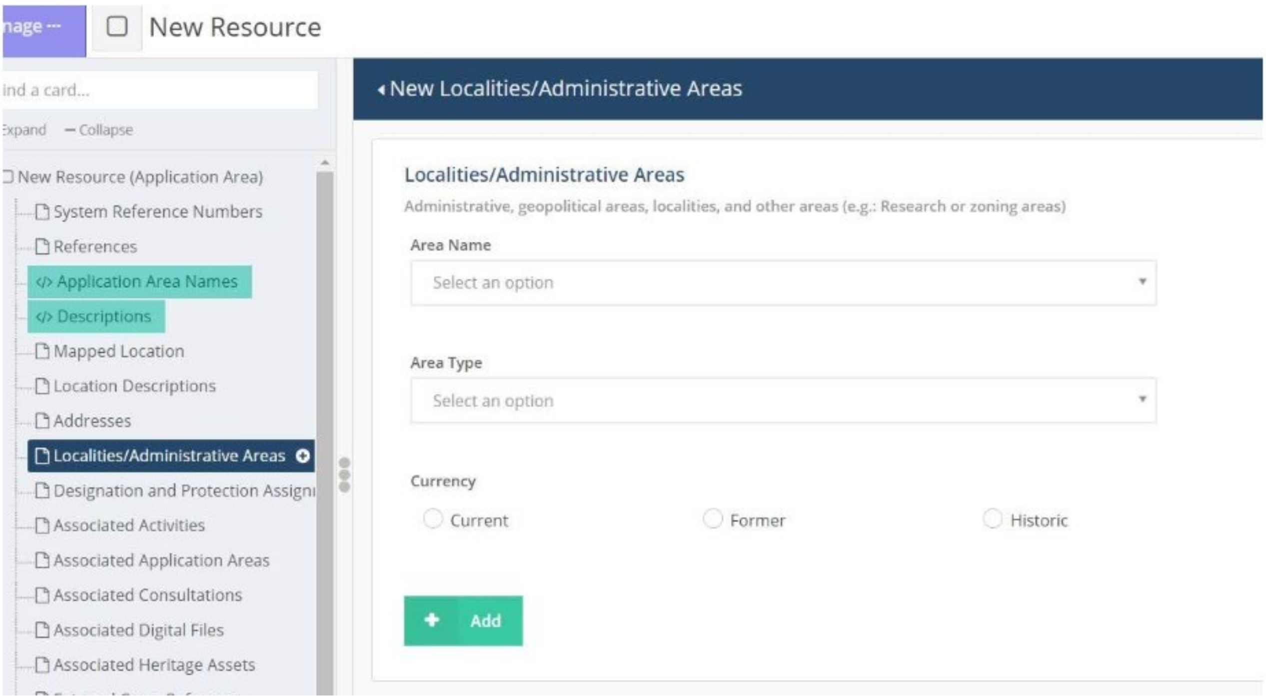
This allows the creation of a narrative description of the location of the resource.

Insert the descriptive text in the Location Description node and select an appropriate Location Description Type (for example, *Summary*)



Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.



Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

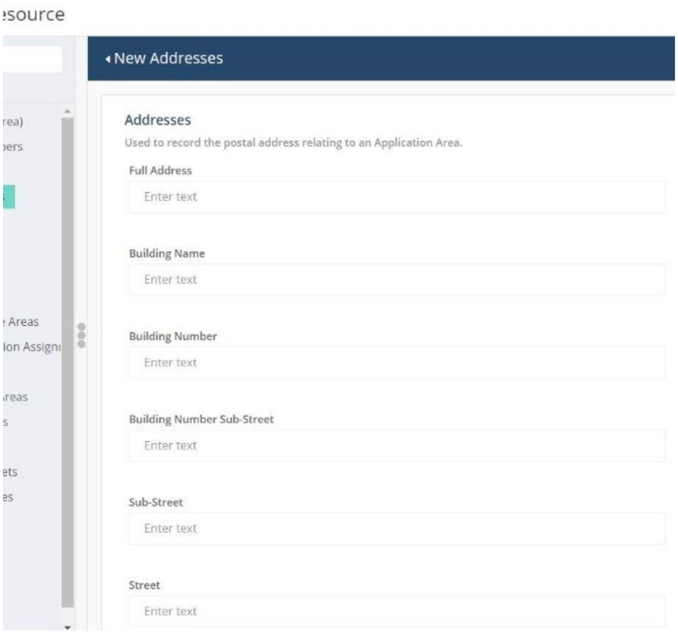
To add administrative information manually:

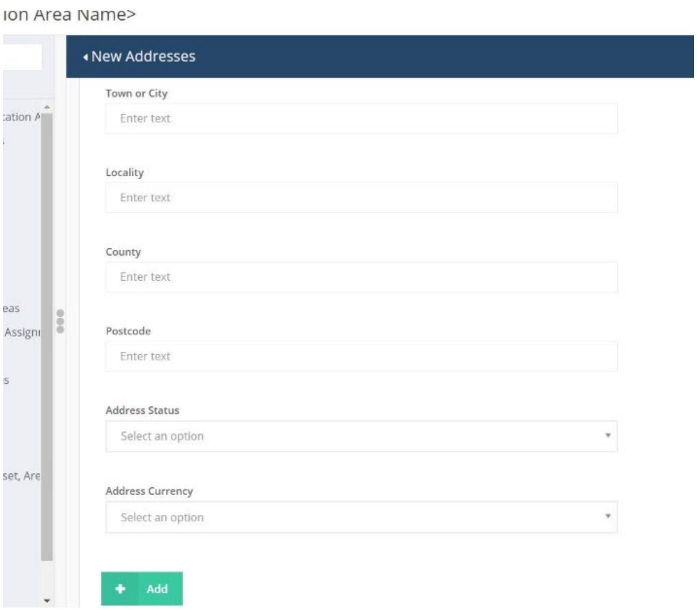
- **Insert the Area Name**
- **Select an Area Type from the drop-down list**
- **Select a Currency term (Current/Former/Historic) by populating the appropriate radio-button.**
- **Select Add to commit the new data.**

To add additional areas, select the Localities/Administrative Areas heading in the panel on the left of the screen to open a new, empty card.

Addresses

This is for the addition of address data elements, such as Building Name, Building Number, Street, Postcode etc. The Locality node is for recording non-administrative named areas and locations.





Each element is a free text field except for Address Status and Address Currency. Select an appropriate entry from the drop-down list of terms.

Insert the various elements of the data in the appropriate fields and select Add.

Note: The Full Address node will be auto-populated once the different address elements have been recorded separately and saved.

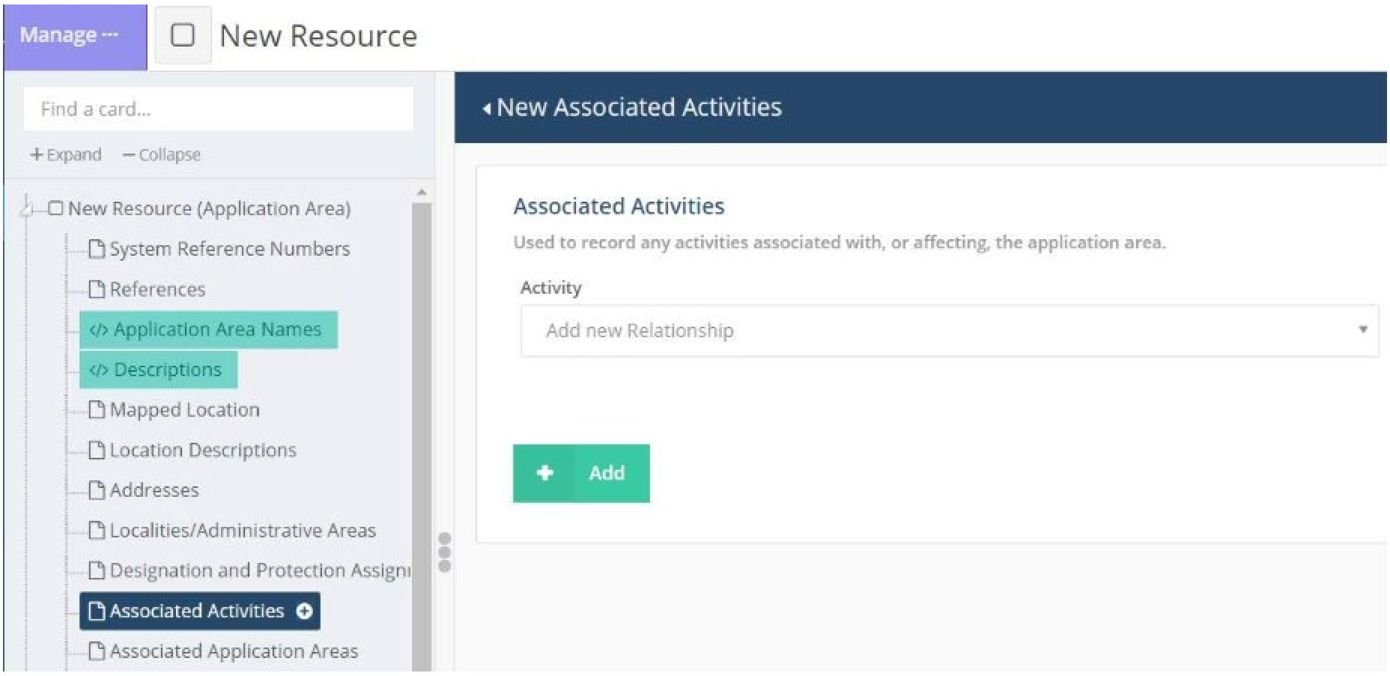
Note: Location elements such as District, Parish, Unitary Authority etc. are recorded elsewhere in the Localities/Administrative Areas facet.

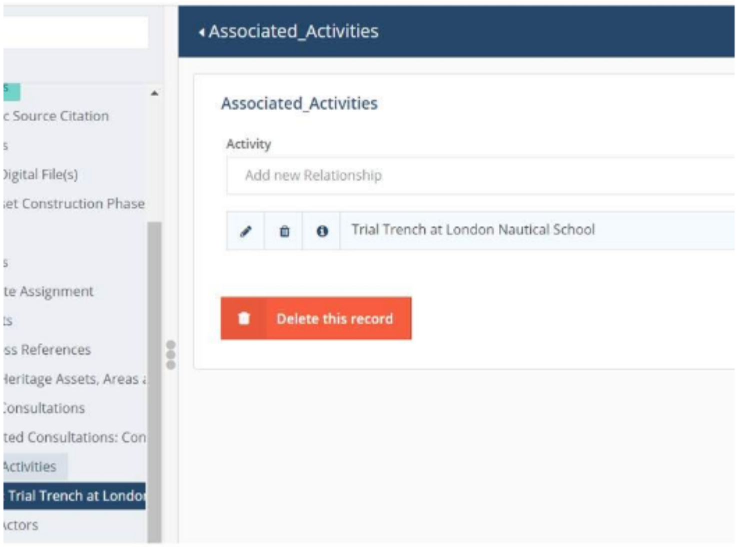
Note: Currently, where address text boxes are not used, the Full Address auto-populate displays these null values as commas - for example. Woodcote High School,, , , Meadow Rise, , Coulsdon, , CR5 2EH

Associated Activities

This Facet allows the user to create an association with an existing Activity using the following data:

Activity: Insert a Name or UID in the Activity node to retrieve and select it from the drop-down list of Arches for HERs Activities. Select **Add** to commit it to the record.





Once an Activity is added, it will appear in a panel below the Activity node with a set of commands attached. Further Activities can be selected.

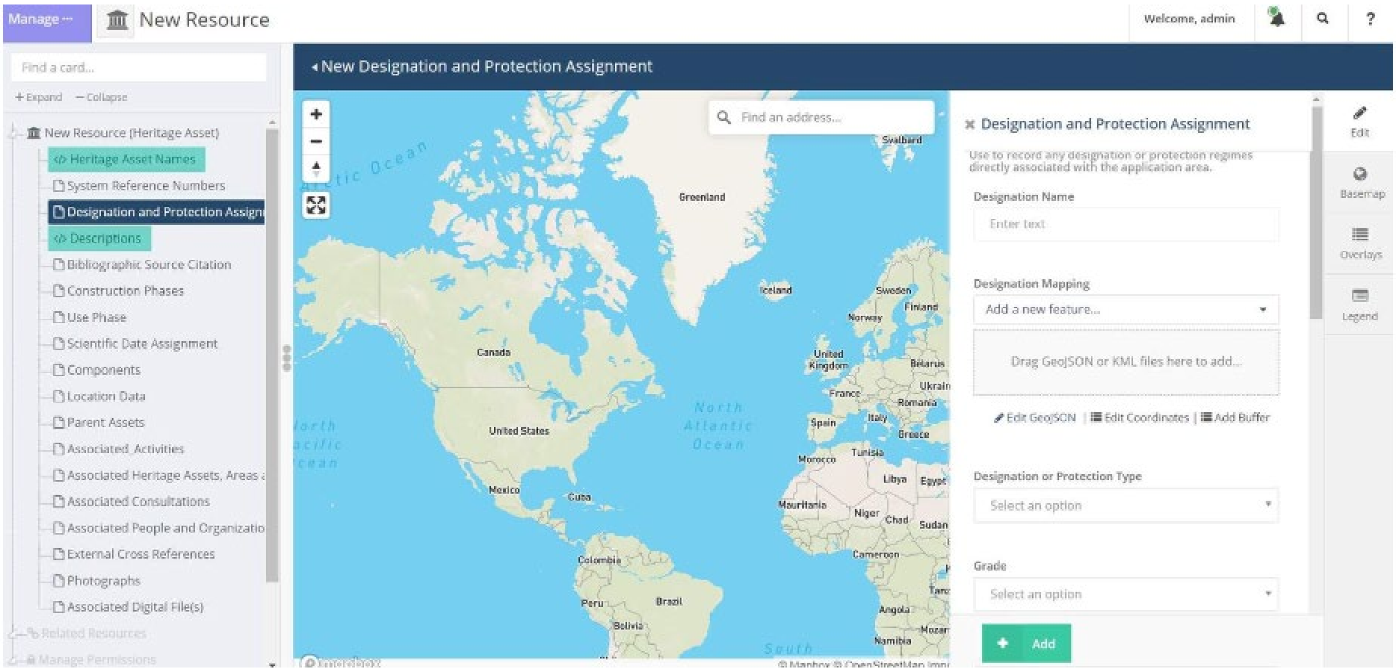
By selecting the **Edit** icon you can open the Activity resource instance in a new tab.

The **Delete** icon allows you to remove an individual Activity from the card – the Delete this record command at the bottom of the card will remove all its contents.

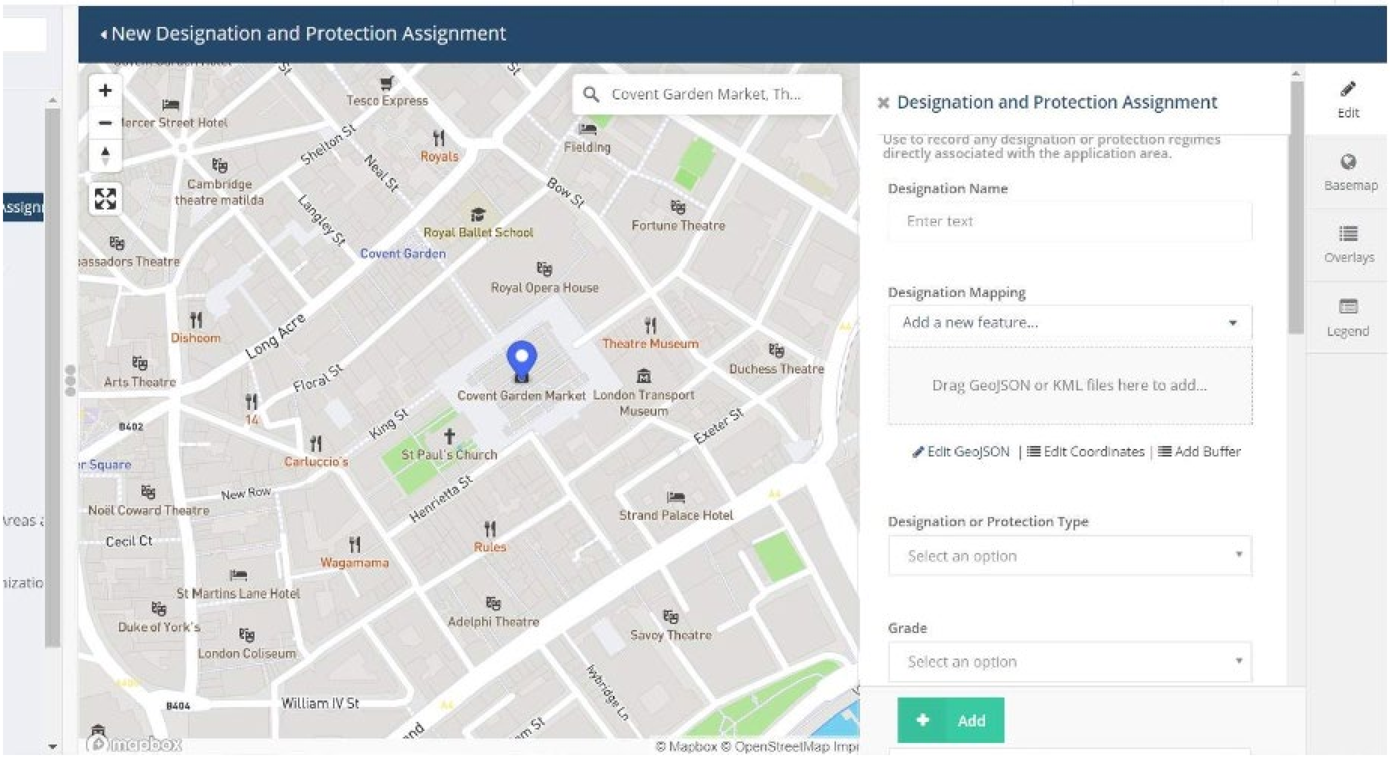
The **Information** icon will open a Related Resource Report. Use the X in the top-right corner of the summary to close it and return to the card.

Designation and Protection Assignment

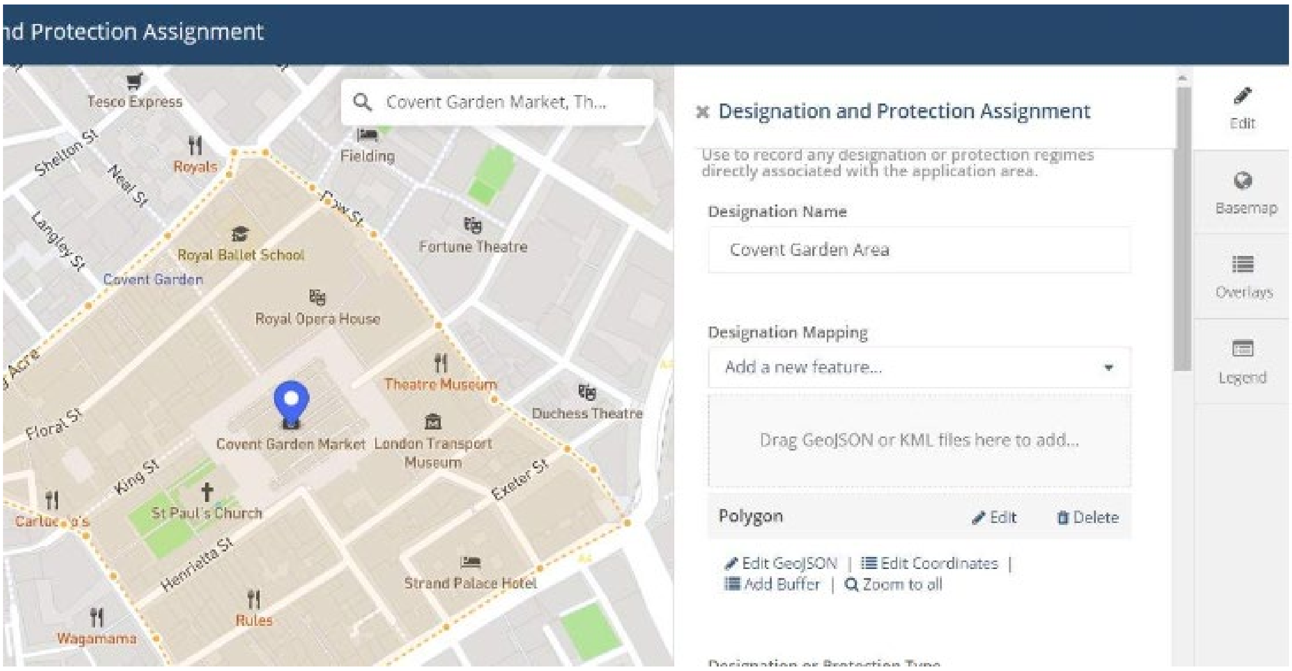
Where designation or protection regimes apply to the site of an Application Area, these can be recorded as a spatial extent with associated classifications and information. The Designation and Protection Assignment card will open with the Edit panel, including a number of data nodes, open as a default setting. It can be closed and reopened for convenience whilst creating spatial features.



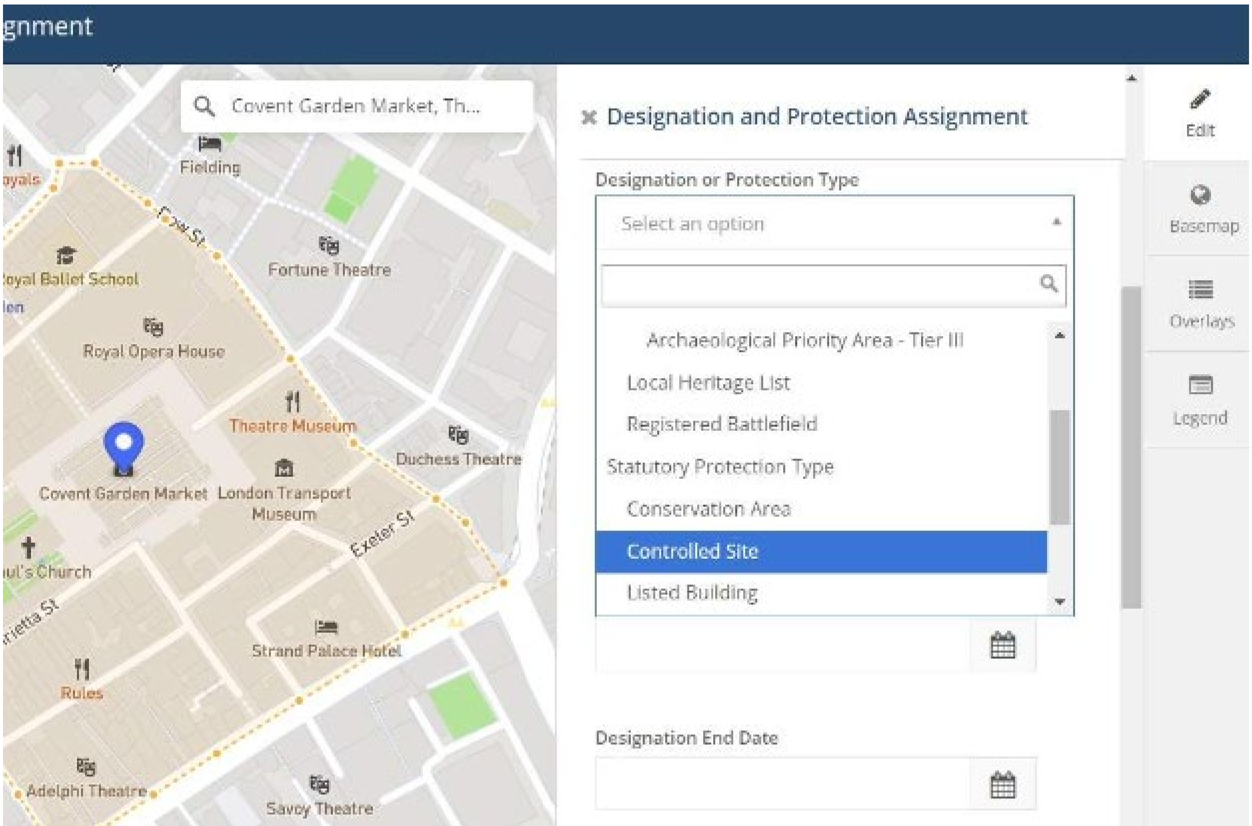
Locate the area of the Designation and Protection Assignment using the gazetteer and/or the pan and zoom tools (Basemaps and Overlays can be changed if required).



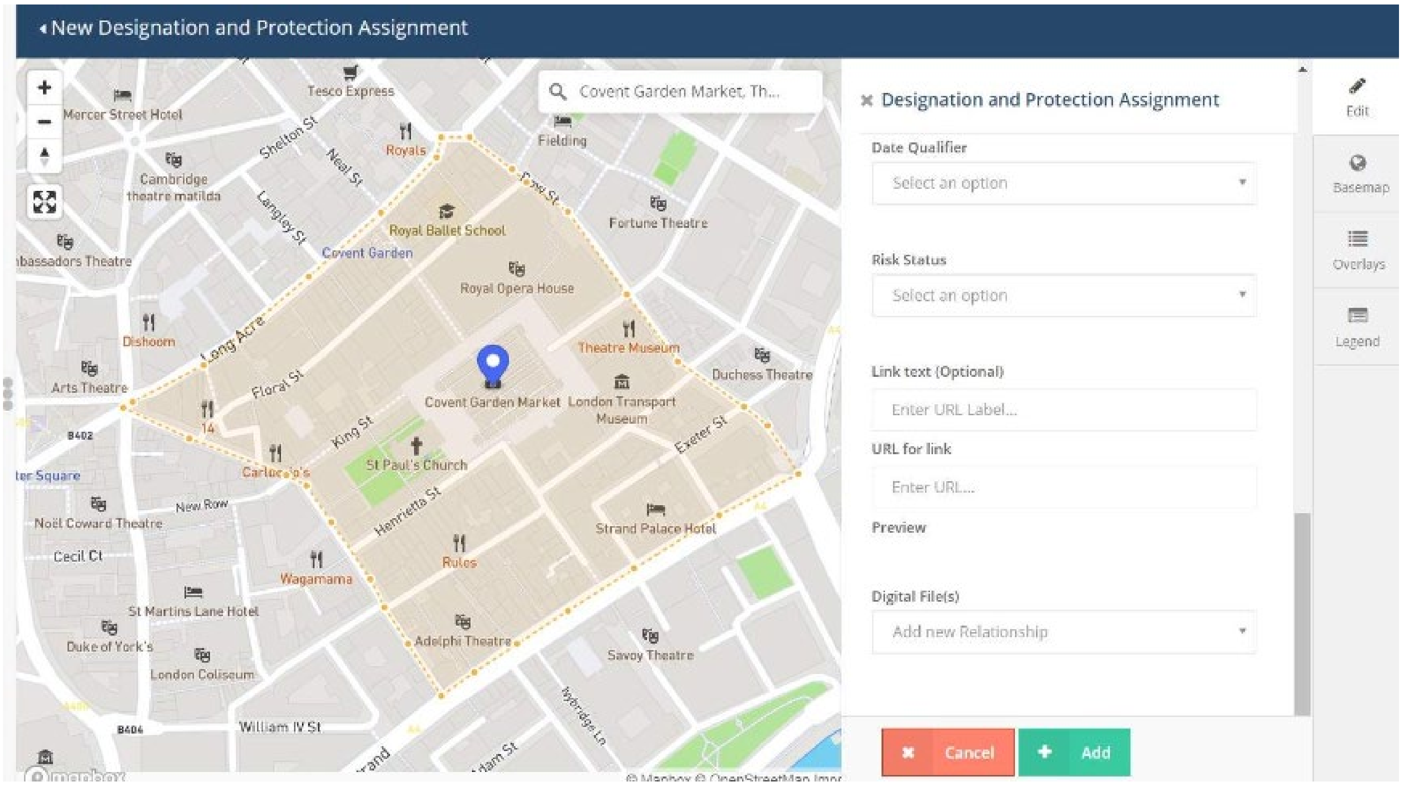
Insert a name for the assignment in the Designation Name node and use one of the drawing tools to define the spatial feature, or use the Edit or Drag GeoJSON/KML tools to import a pre-existing feature.



Continue to populate the data nodes in the Edit panel: *Designation Name Use Type; Designation or Protection Type; Designation Start/End Dates* etc. where relevant.



Digital Files, where they have previously been created as Keystone resources in the Digital Objects resource, can be retrieved and selected in the Digital File(s) node.

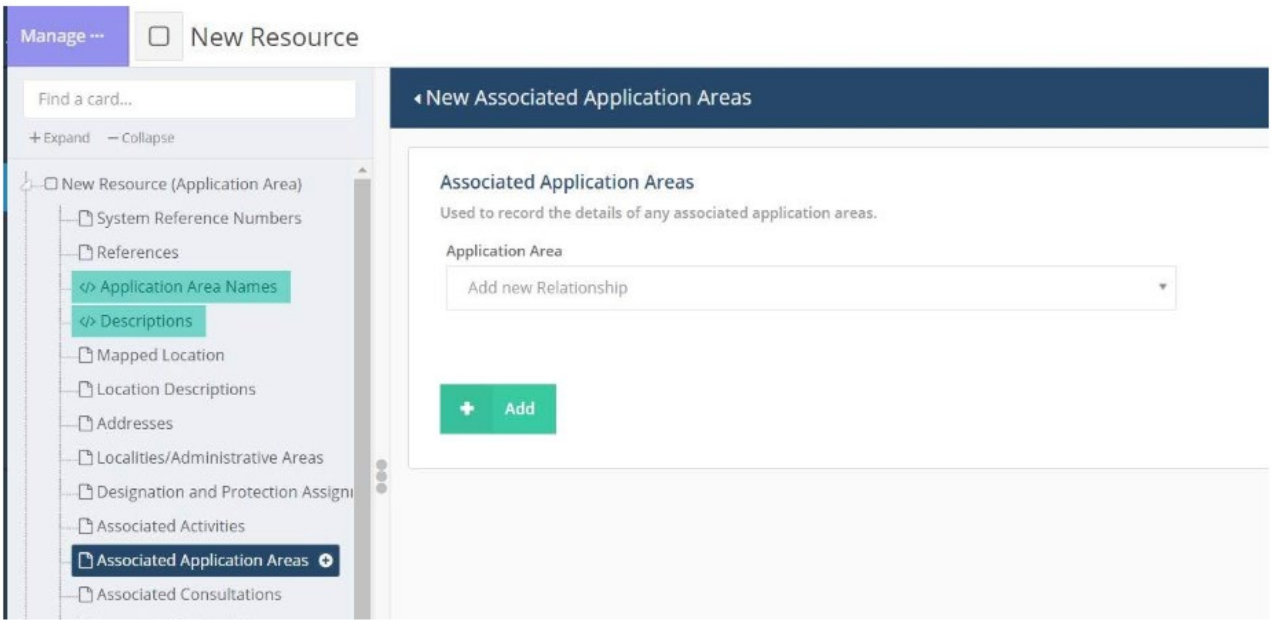


Select Add to commit the spatial feature.

For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

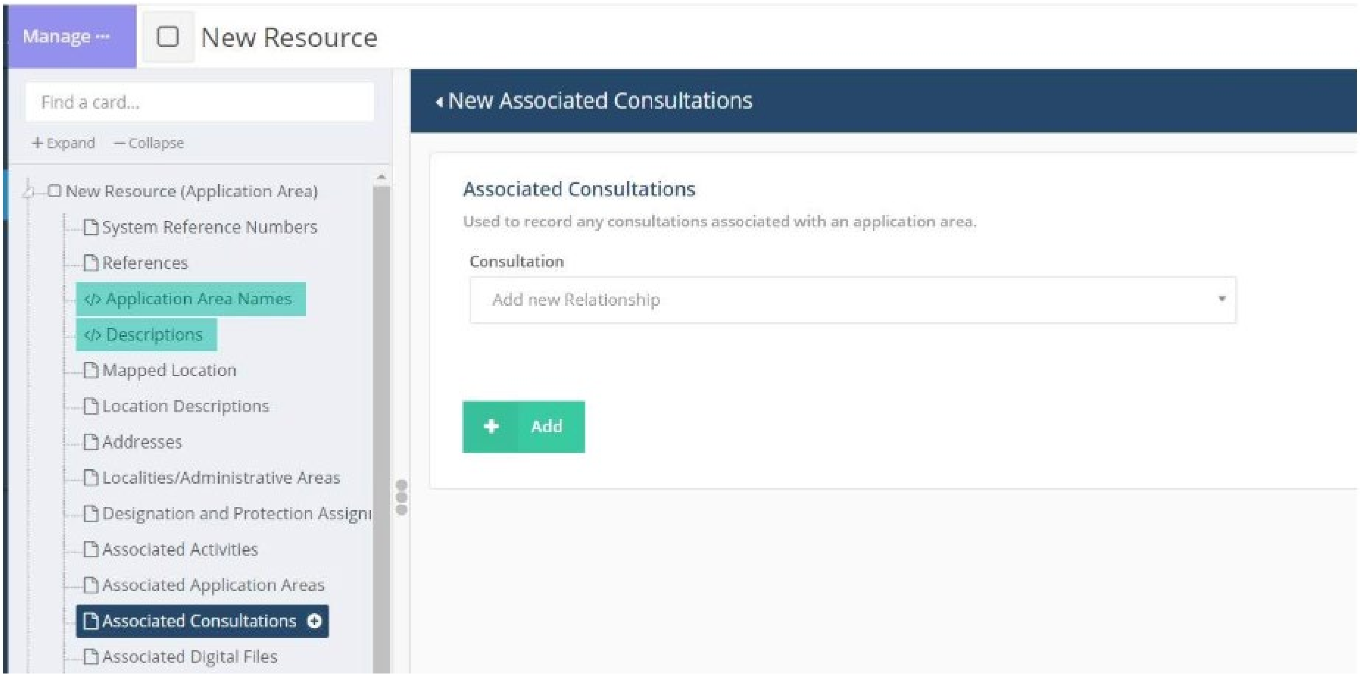
<u>Associated Application Areas</u>

Where there is an association with an existing Application Area already recorded within Arches for HERs, this relationship can be established by retrieving and selecting the associated area from the drop-down list. Insure the associated Application Area is already present in the Application Area resource.



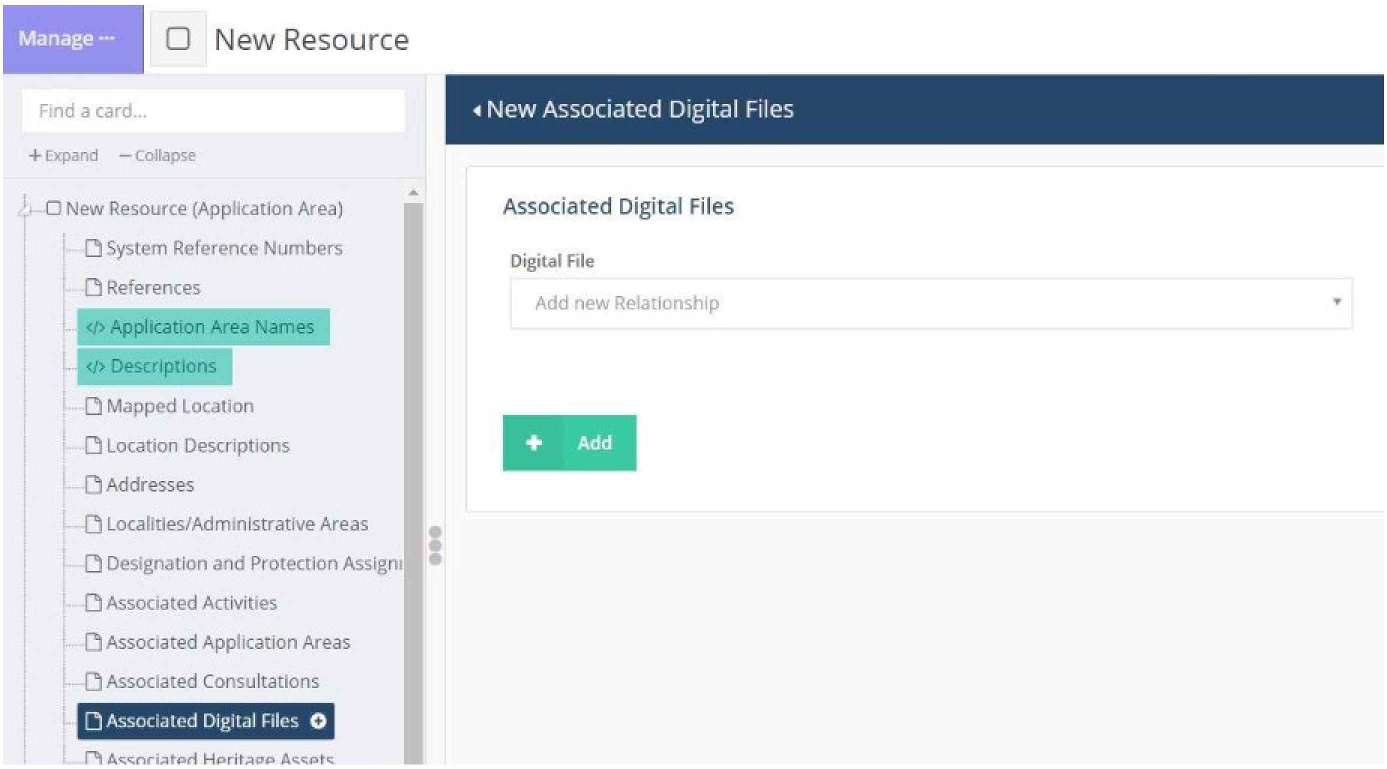
Associated Consultations

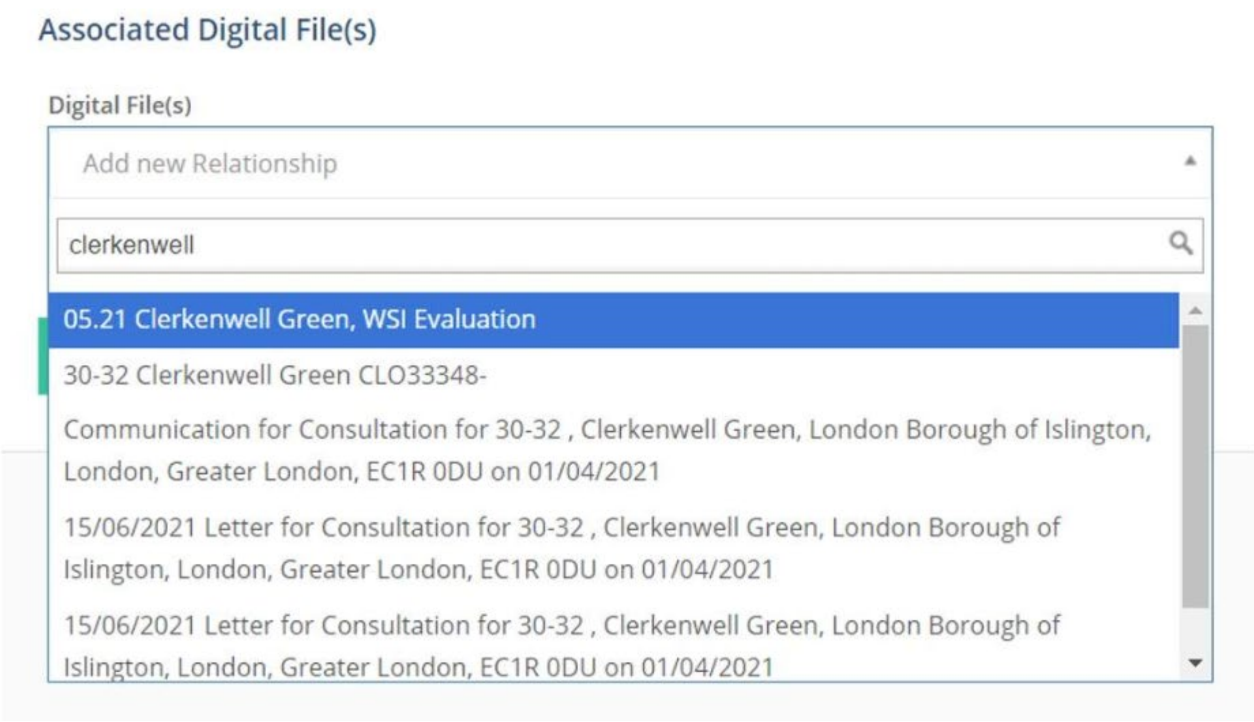
Where there is an association with an existing Consultation already recorded within Arches for HER, this relationship can be established by retrieving and selecting the Consultation from the drop-down list. Insure the associated Consultation is already present in the Consultations resource.



Associated Digital Files

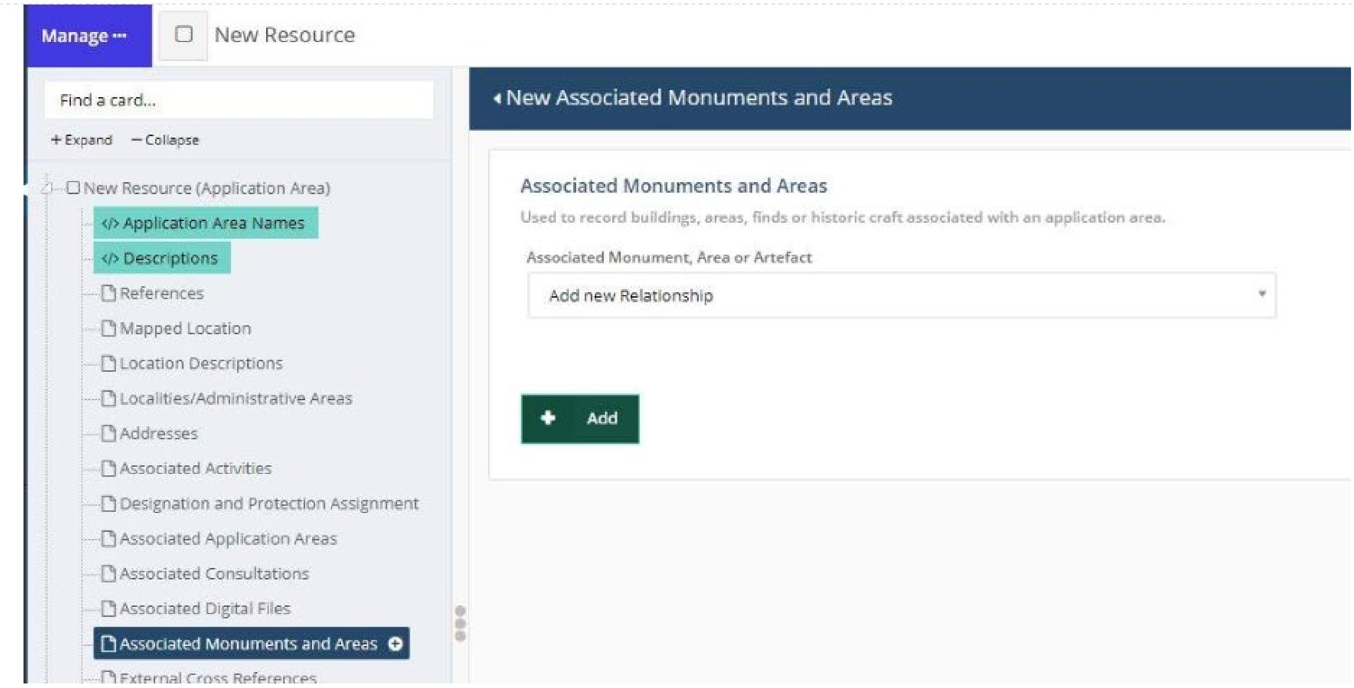
This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.





Associated Monuments and Areas

This Facet allows the user to create an associations with other resources recorded as Monuments, Areas or Artefacts by inserting the Name or UID of the associated resource and selecting it from the filtered drop-down list.

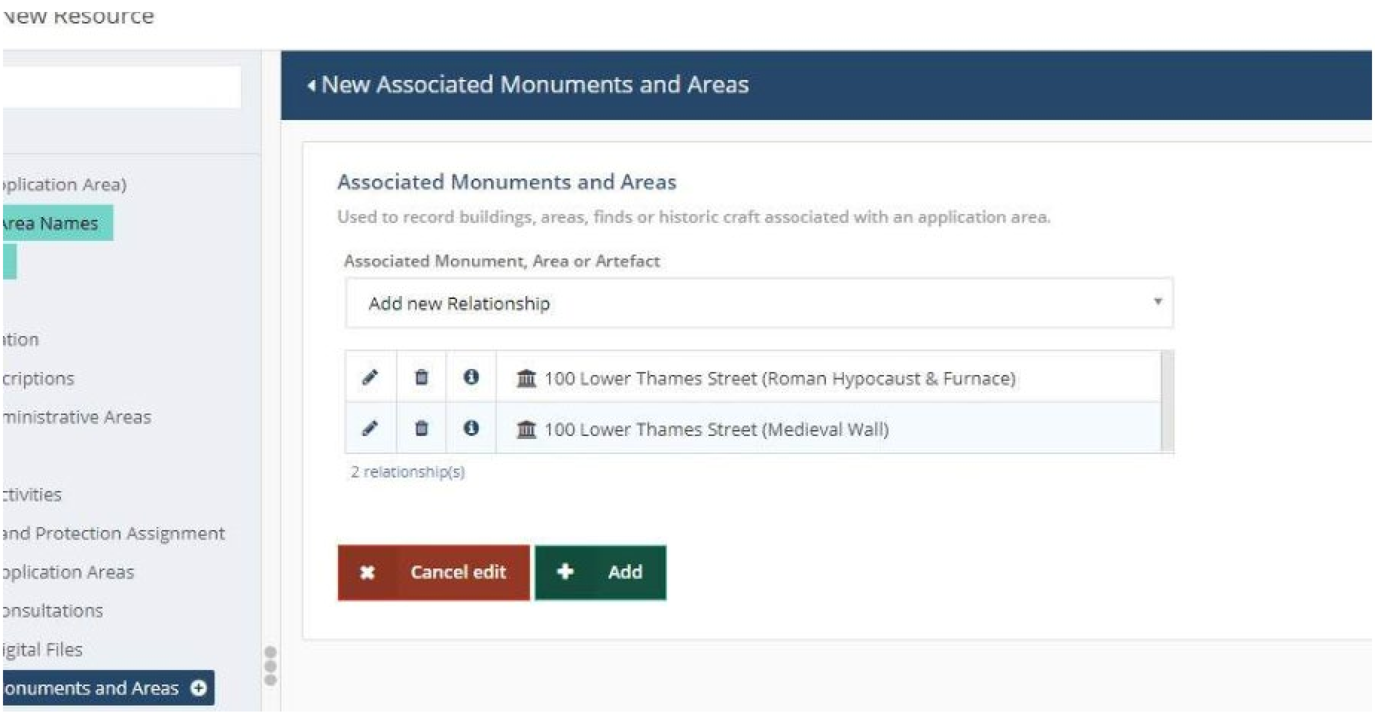


Multiple associations can be created. As each entry is selected, it will appear in a panel below the *Associated Assets, Area or Artefact* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form.



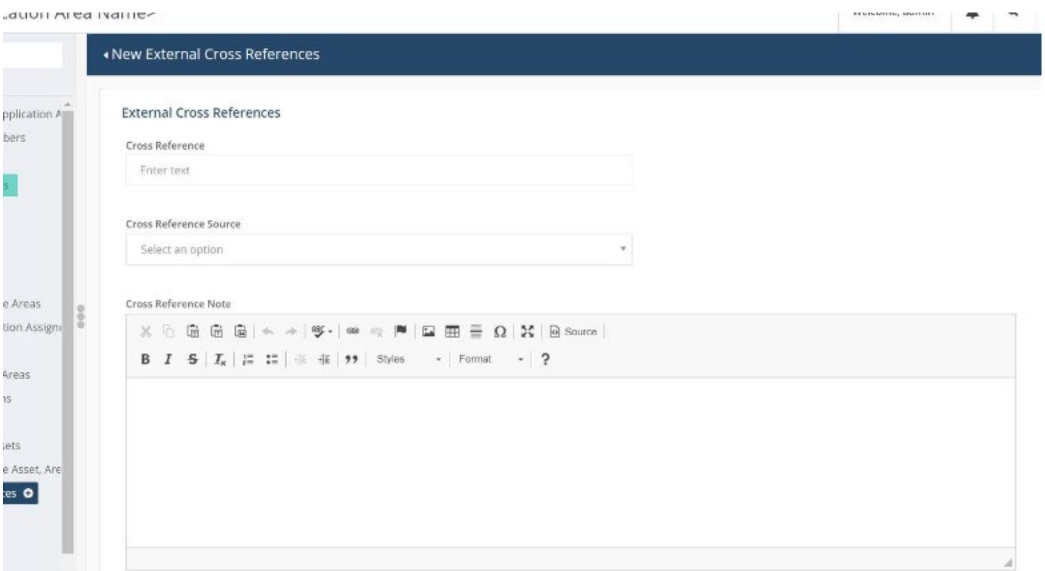
External Cross References

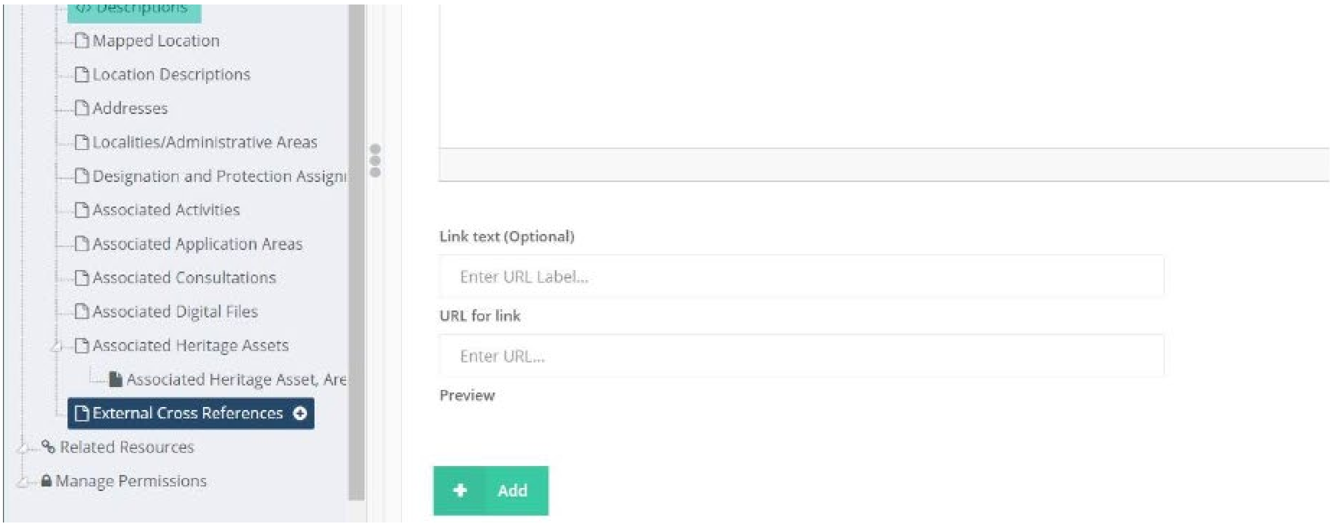
External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

The Cross Reference node should contain the identifier.

Cross Reference Source will contain the information system or organisation that contains the cross reference (for example, AIP Record Number).

Cross Reference Note is a free-text facility for recording any relevant additional details.

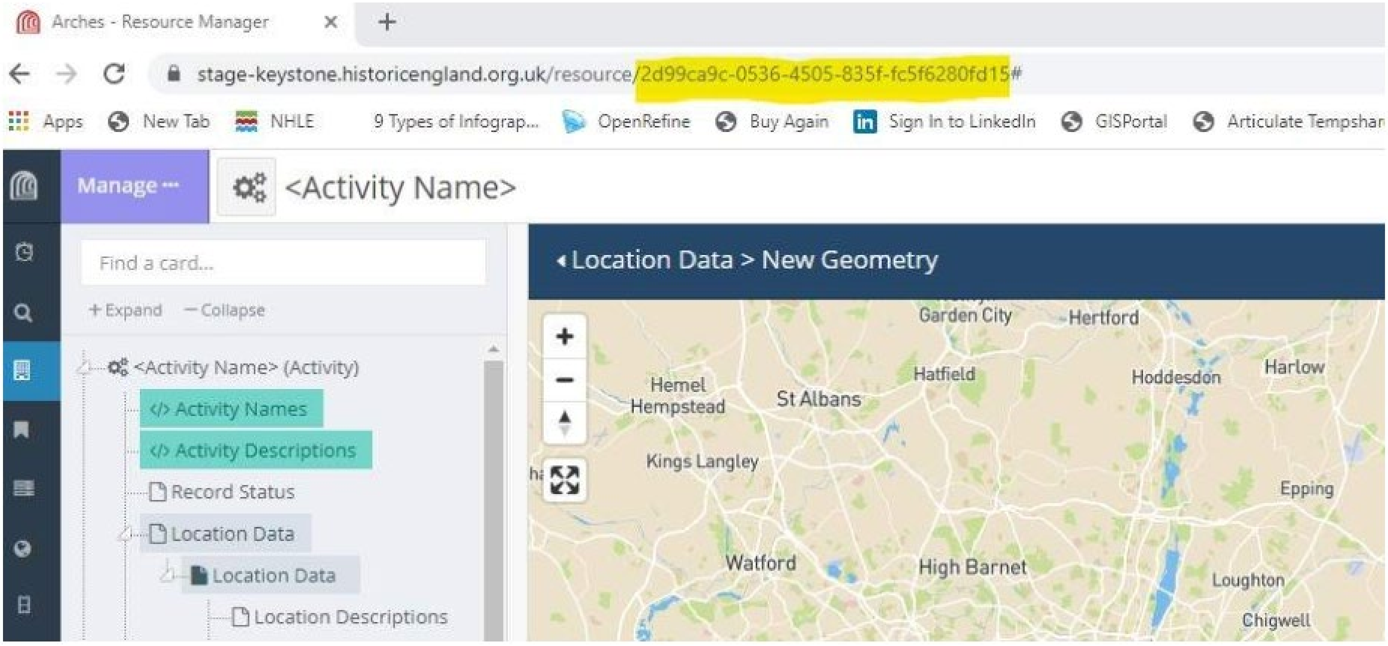




To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

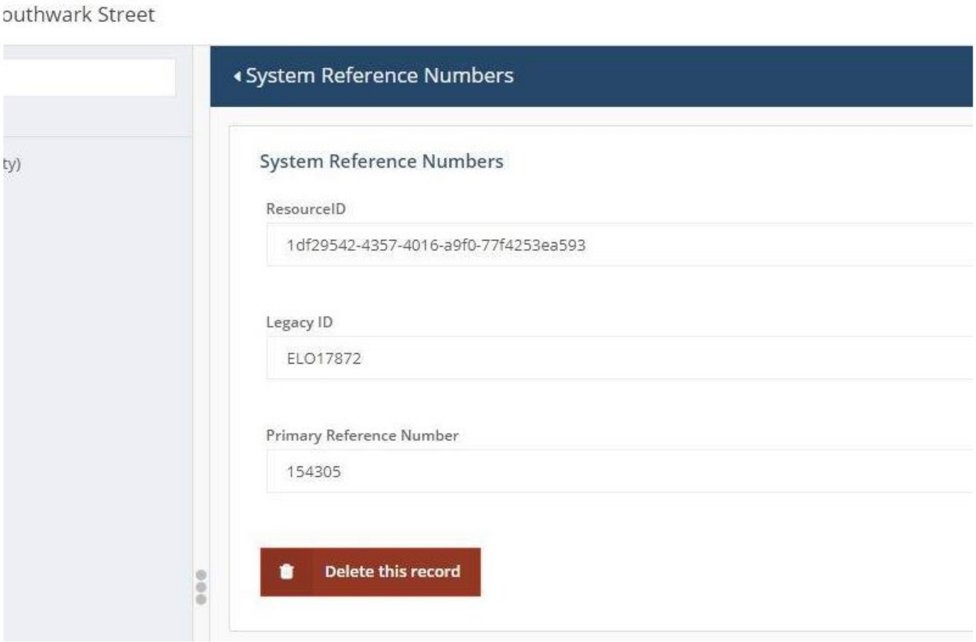
System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.



Area

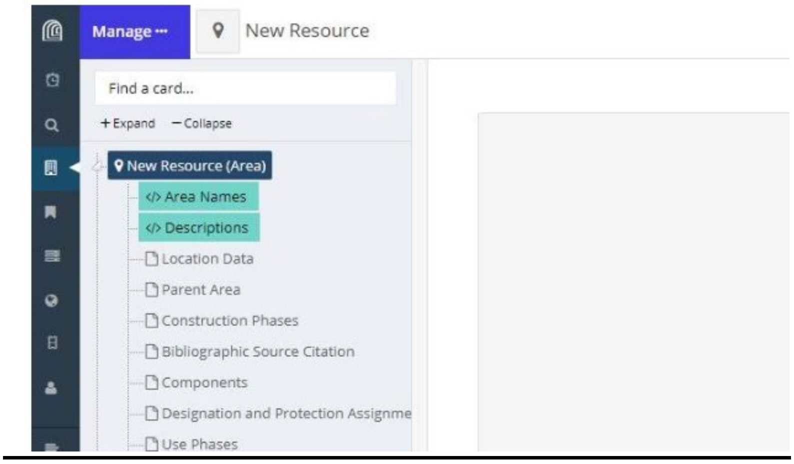
Used to record complex human-made, or human conceived, sites, areas or landscapes. Areas can be anything from a simple prehistoric settlement site (evidenced by a few flint-working fragments) to large-scale, urban conservation areas incorporating multiple assets within a city. The use of Area or Monument will be a question of granularity.

For building complexes such as castles, prisons and airfields, Area may be used to record the footprint of the site, e.g. the curtain wall and outer defences of a castle. This Area can then be used as the parent for multiple Monument records.

Further examples of Areas:

- Constrain areas to help with planning decisions, such as Archaeological Priority Areas, or Notification Areas
- Designated areas, such as scheduled monuments
- Inferred or theoretical areas, such as the former extent of landscape areas
- The general location of heritage assets where precise location is not known

Area Names



Area Name: Insert the name in the free-text node. This is a mandatory field and must be completed for each Area recorded.

Where possible it is recommended that the name used is as descriptive as possible. This will aid identification especially when creating associations with other Resources. For example, *Banbury Reservoir, Walthamstow, E17 {Early Iron Age/Roman pile dwelling}.*

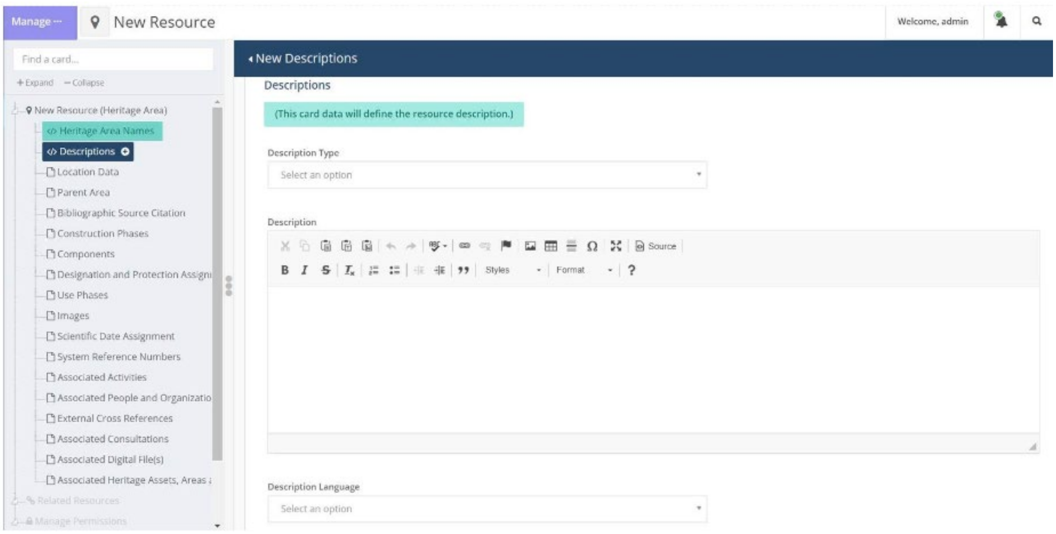
Name Use Type: Assign an appropriate type (e.g. *Primary, Alternative*) from the drop-down list of values.

To add a further value, such as a *Former*, or *Alternative* name, re-select the *Area Names* facet from the tree view on the left of the screen to open a new, empty card.

Descriptions

Select the *Descriptions* facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

Insert free-text descriptive text into the *Description* field and select an appropriate *Description Type* (e.g. *Summary, Full, Notes* etc.) before selecting Add.



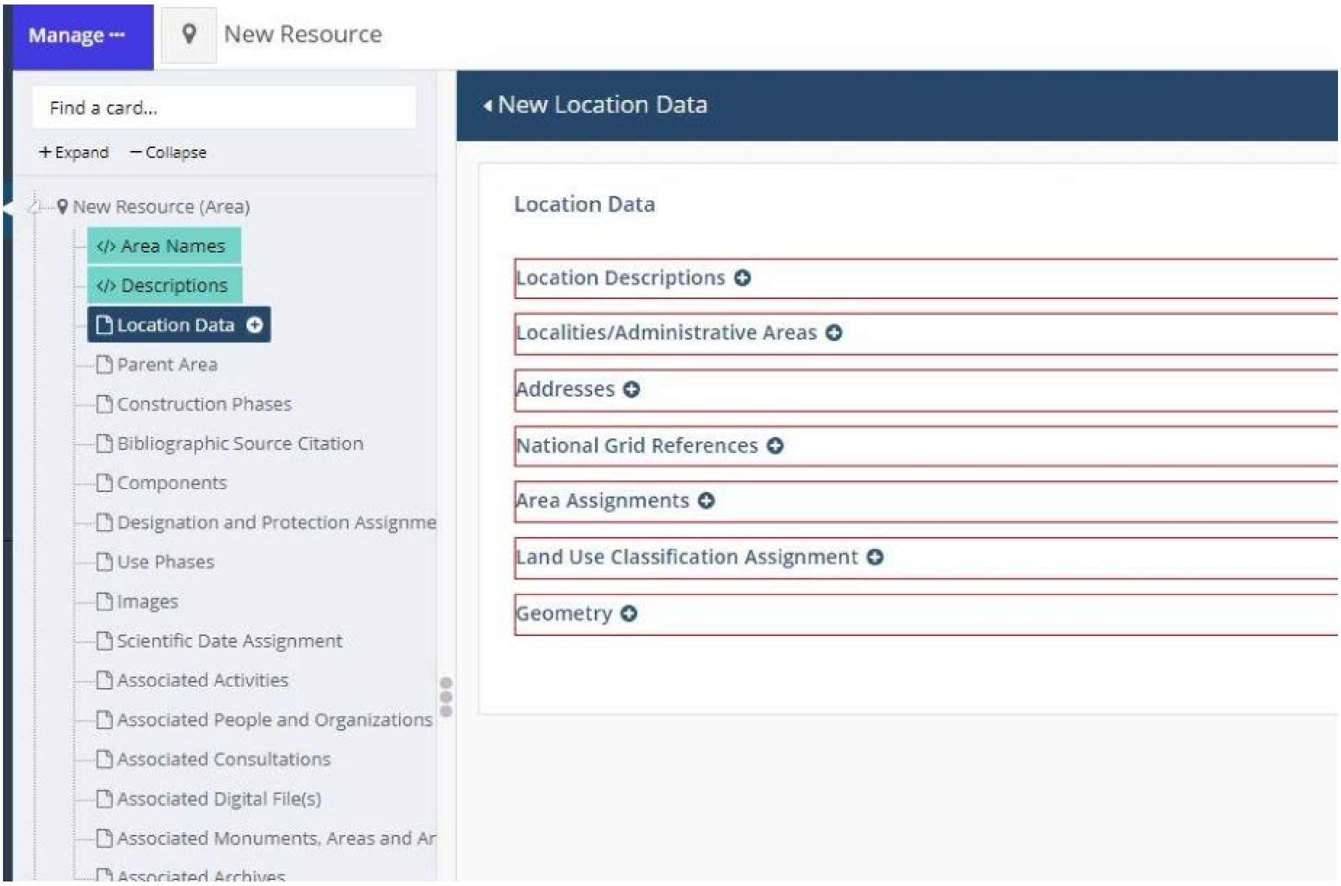
Description Language: Where text or notes have been transcribed in a non-English language, this can be specified by selecting a language from the drop-down list of terms.

A further Description, classified with a different Description Type, can be added by selecting the *Descriptions* facet name in the tree view on the left of the screen to open a new, empty card.

Location Data

The Location Data facet contains a number of cards in which data related to the location of the Area can recorded, from addresses and textual descriptions of the location to spatial depictions.

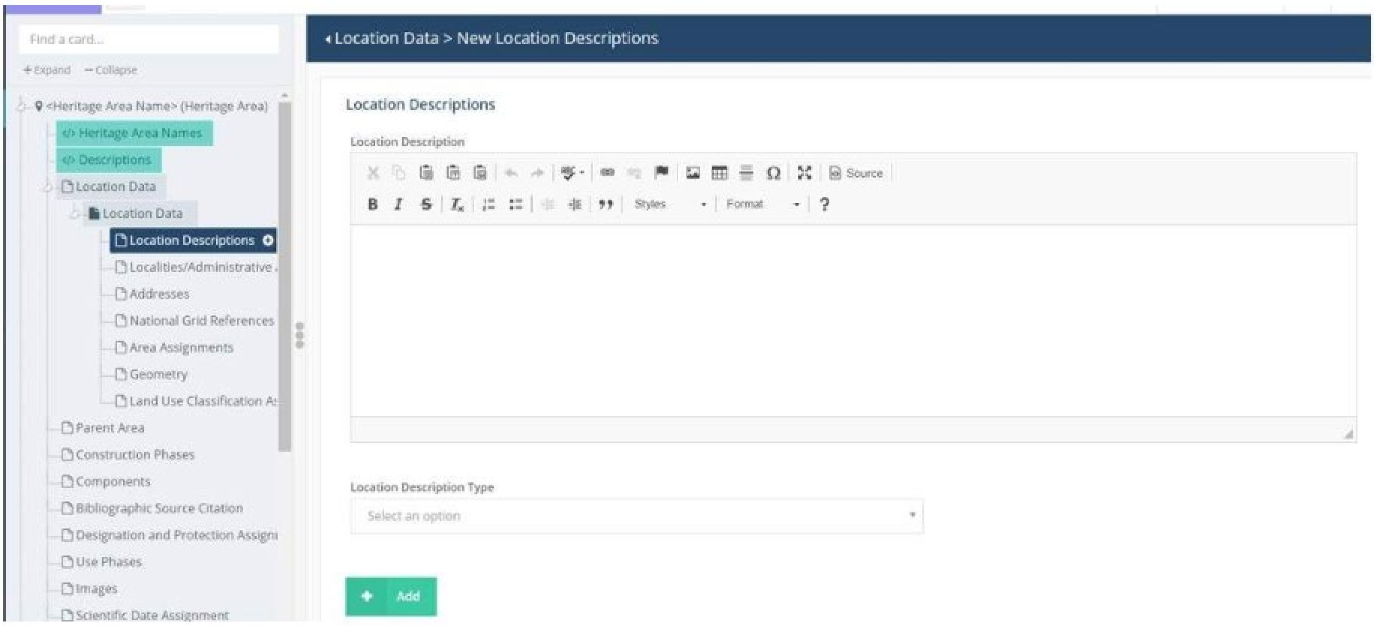
Select the Location Data facet title from the tree view on the left of the screen to open the card containing the individual Location data elements. Select each using the + icon.



Location Descriptions

This allows the creation of a narrative description of the locations and/or directions to find the resource - particularly useful for archaeological features or sites without addresses.

The card has a *Location Description Type* pick list and a free text Description field with standard text tools included.

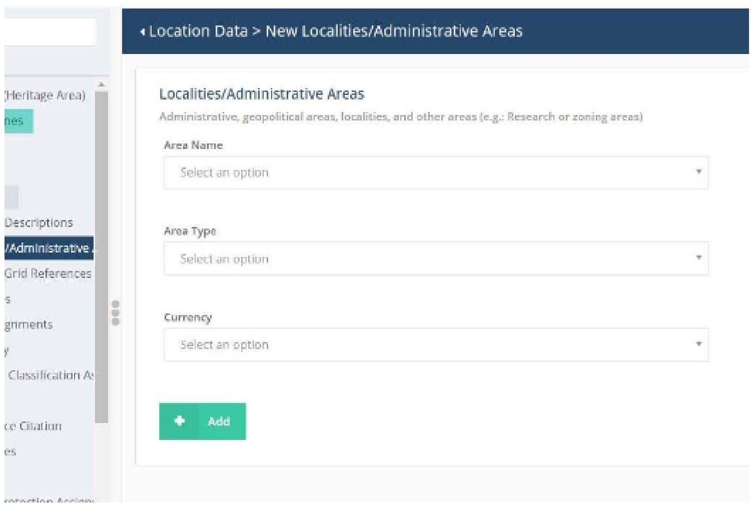


Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.

Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

To add administrative information manually:



Insert the Area Name

Select an Area Type from the drop-down list

Select Add to commit the new data.

To add additional entries, select the *Localities/Administrative Areas* facet title from the tree view on the left of the screen.

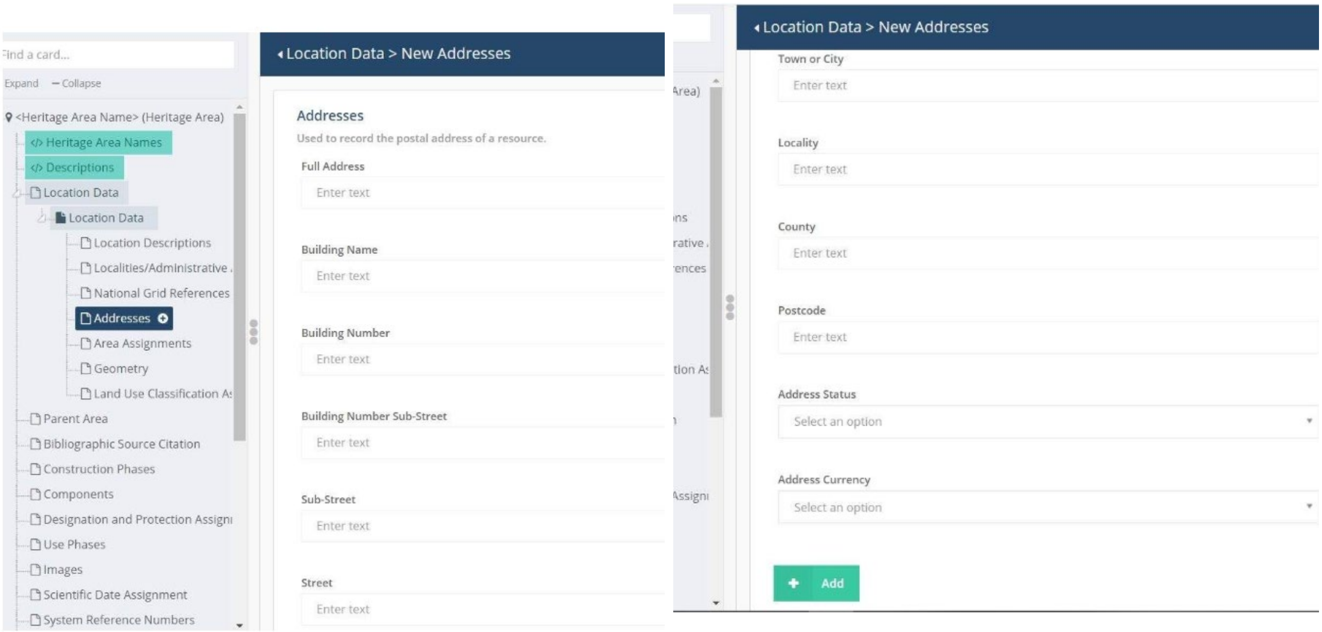
Addresses

This is for the addition of address data. Each element is a free text field except for Address Status and Address Currency.

Insert data in the appropriate fields and select Add

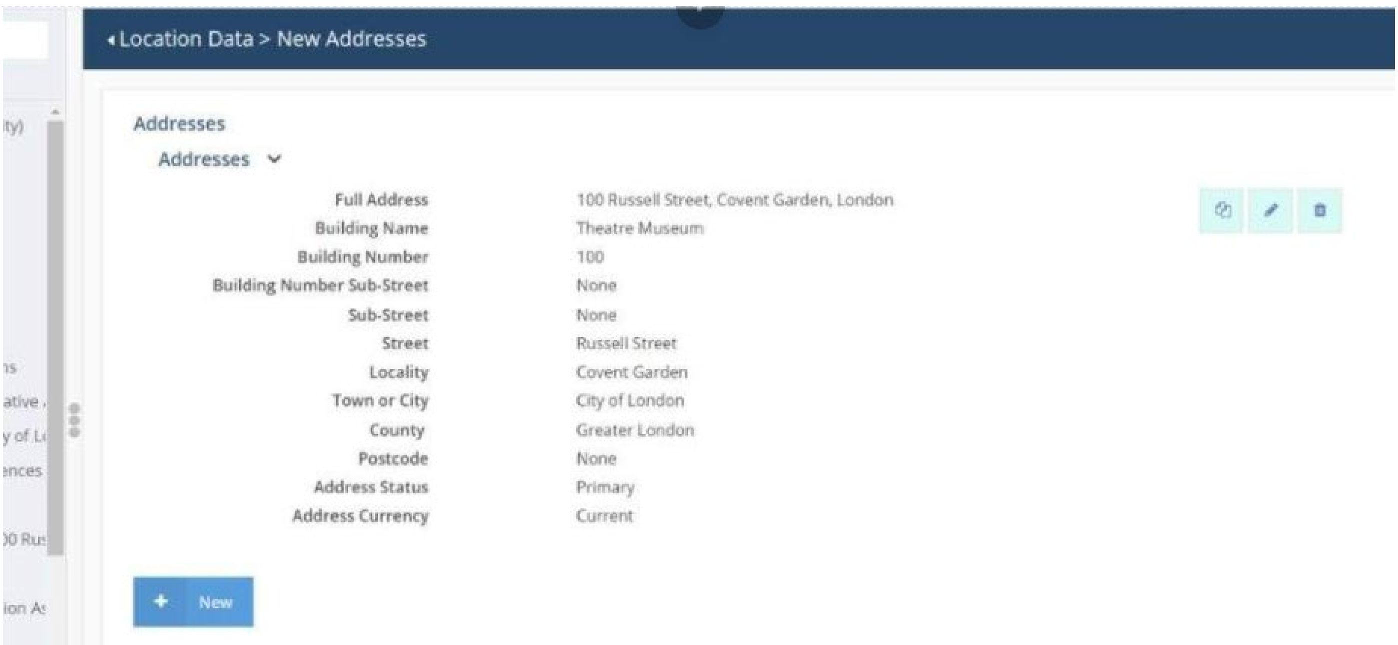
Note: The *Full Address* node will be auto-populated once the different address elements have been recorded separately and saved.

Note: Currently, where address text boxes are not used, the Full Address auto-populate displays these null values as commas - for example. Woodcote High School,, , , Meadow Rise, , Coulsdon, , CR5 2EH



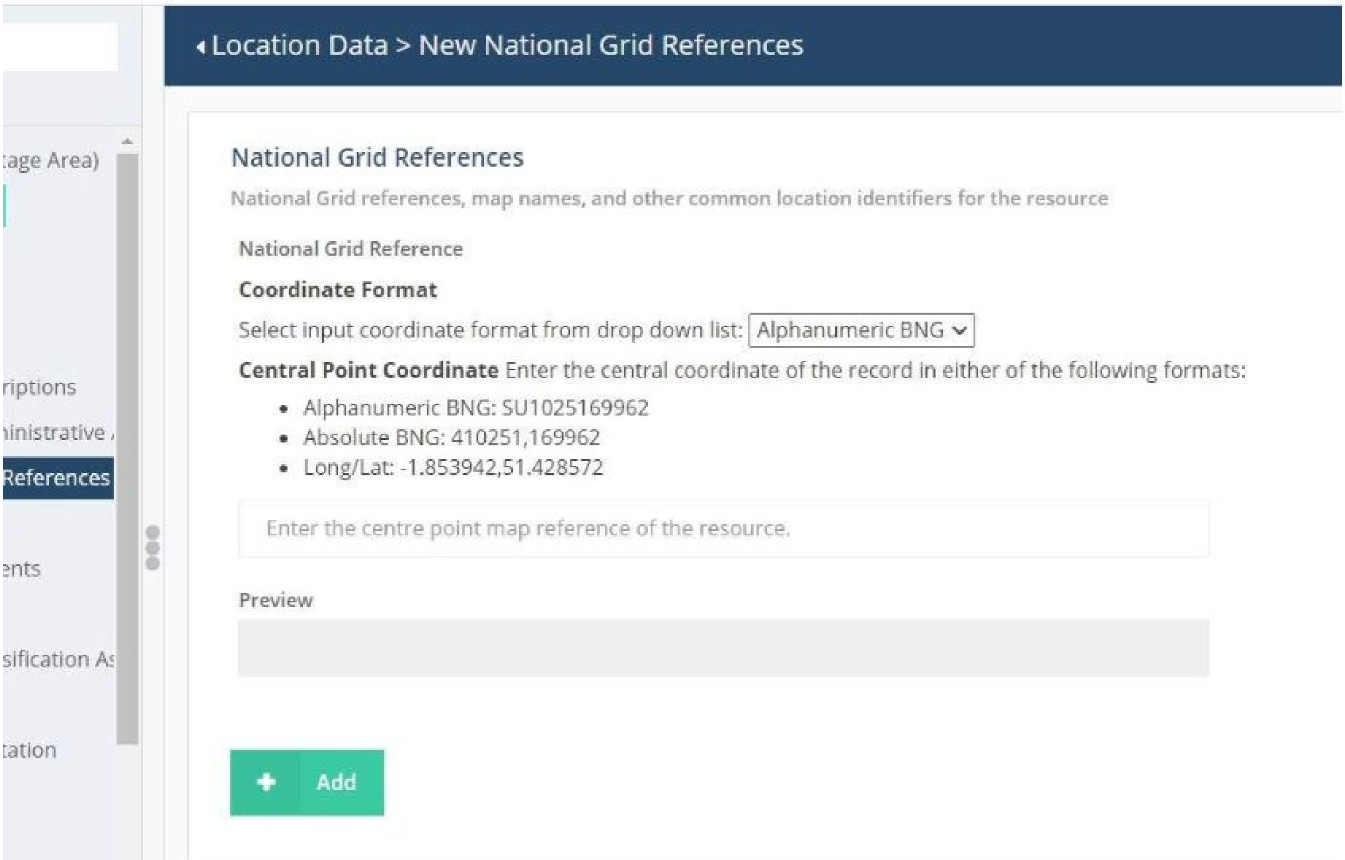
Note: location elements such as District, Parish, Unitary Authority etc. are recorded elsewhere in the Localities/Administrative Areas element of the Location Data Facet.

Former or historic addresses can be recorded (utilising the Former or Historic Currency setting) by re-selecting the Address facet title in the tree view on the left of the screen. This will open a summary of the address already entered with a **New** button below with which to open a new, empty Address card.



National Grid References

This card facilitates the creation of spatial depictions (GIS points) through the manual entry of British National Grid references (alpha-numeric or absolutes) or Longitude/Latitude (in Decimal Degree format).



Select the appropriate coordinate format from the drop-down list of options..

Enter the coordinates in the text field, following the data format illustrated in the examples above it.

If satisfied the location is correct, select the **Add** button.

Note: To view the point on the map display once saved, refresh the web page using the icon in the top-left corner of the screen.

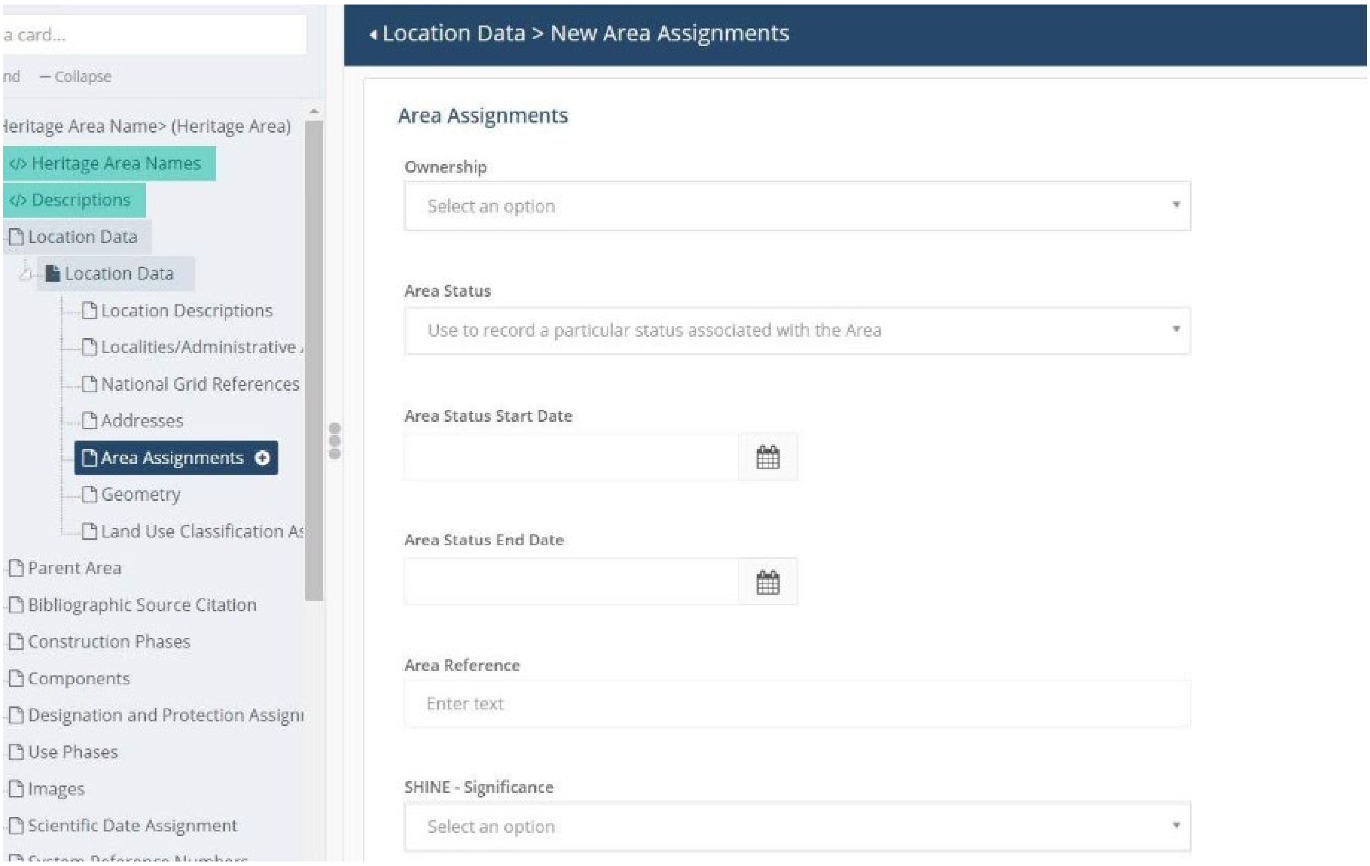
Area Assignments

Where the Area falls partly within a location that is subject to some form of designation or special status, this can be expressed in the Area Assignments card.

Note: Should the Area be designated in its own right, or fall completely within a designated area, this status and the spatial extent of the designation should be recorded in the *Designation and Protection Assignment* facet.

Ownership: Specify whether the area is Public, Private or State-owned.

Area Status: Select an entry from the drop-down list of terms, entering a term or part of a term to retrieve a specific entry.



Area Status Start/End Date: If known, record the date on which the status was conferred and/or withdrawn (if the status no longer applies). Insert data using the calendar function attached to the nodes, or else manually in YYYY-MM-DD format.

Area Reference: A free-text node for recording details such as the area name or other identifiers.

SHINE - Significance: Where an activity has relevance for the Selected Heritage Inventory for Natural England (SHINE) dataset of undesignated historic environment features, a level of significance can be applied using this node: *Low / Medium / High*.

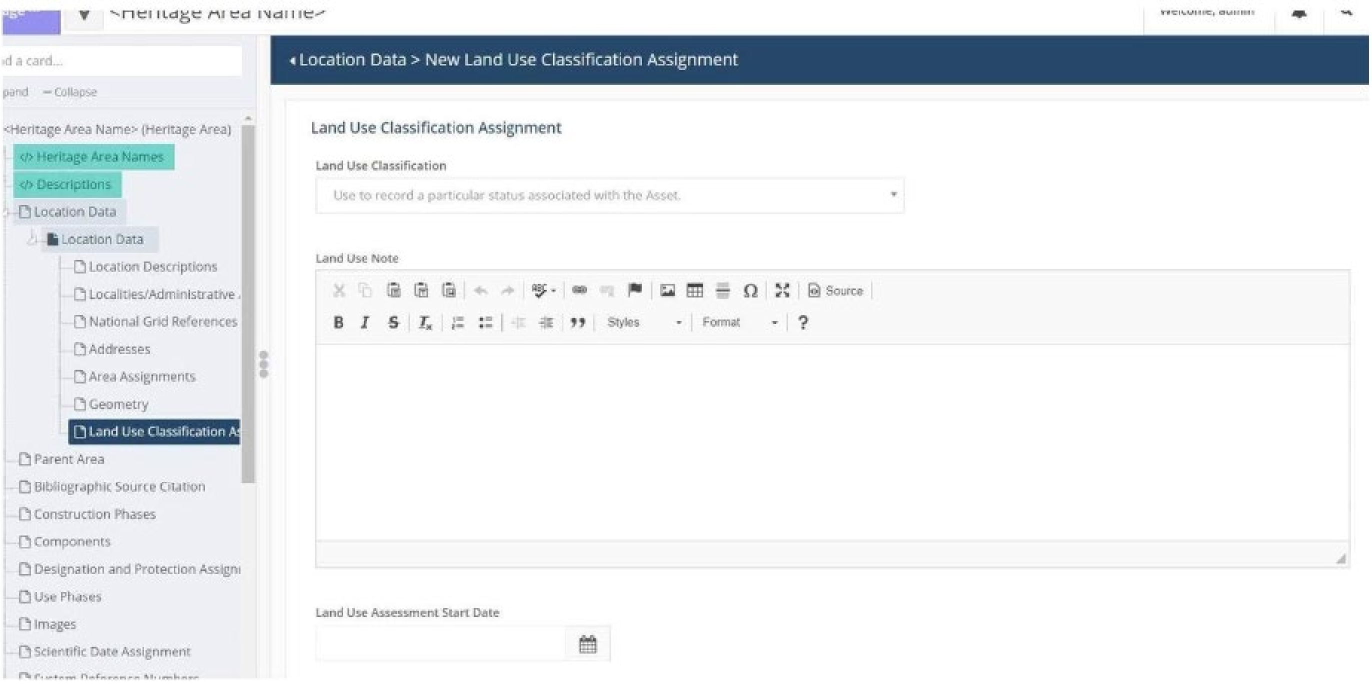
<u>Land Use Classification Assignment</u>

This is an Authority list of terms describing land and environmental use or characteristics for the location of an Area (e.g. Wetlands, Woodland, Inter-tidal etc.).

Land Use Classification: Select a term from the drop-down list of broad land classification terms (For Example, Other 4 (Churchyard))

Land Use Note: A free-text node for the recording of notes, comments or observations.

Land Use Assessment Start/End Date: Where the land use classification is the result of a formal assessment, the date/s on which this occurred can be recorded either using the calendar function attached to each node or by manually entering values in YYYY-MM-DD format.

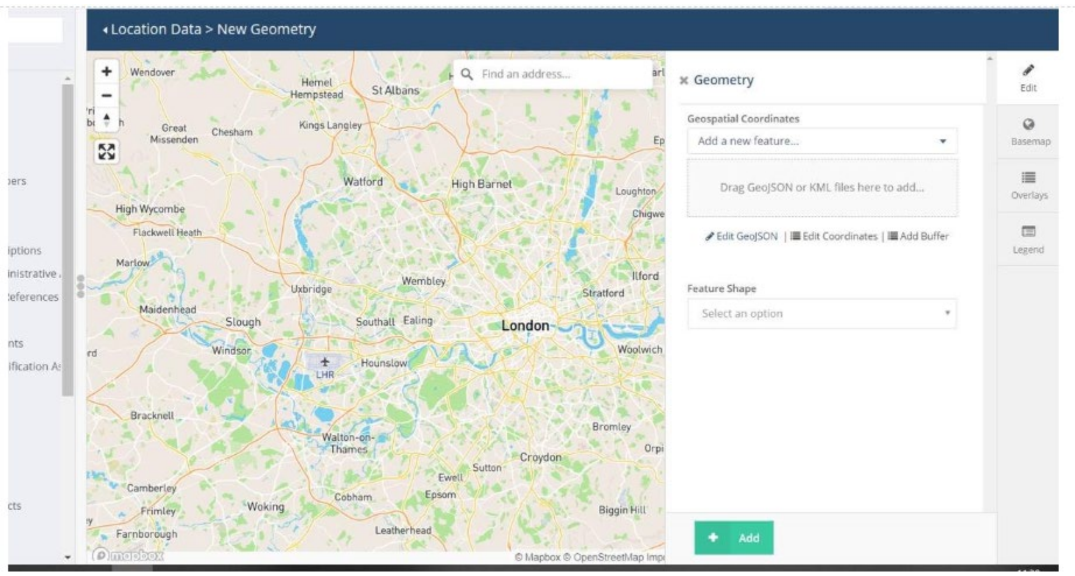


Geology: Where known, select a term from the drop-down list of geological types to characterize the geology of the site (For example, Tertiary Clay).

Sub-Soil: Where known, select a term from the drop-down list of types to define the sub-soil character of the site.

Geometry

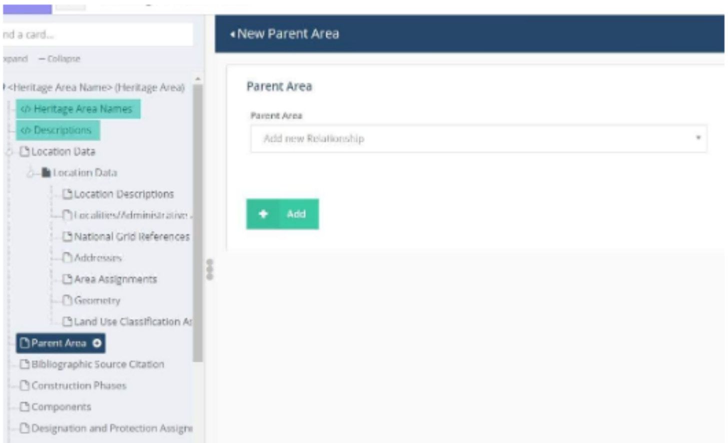
To apply a map depiction of the Heritage Area, select the *Geometry* option in the *Location Data* card. A map display will open with the *Edit* panel displayed. This contains a selection of drawing tools and options for creating your spatial depiction.



For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

Parent Area

Where the Area is part of a larger complex or Area, this child-parent relationship can be assigned by inserting the Parent Area.

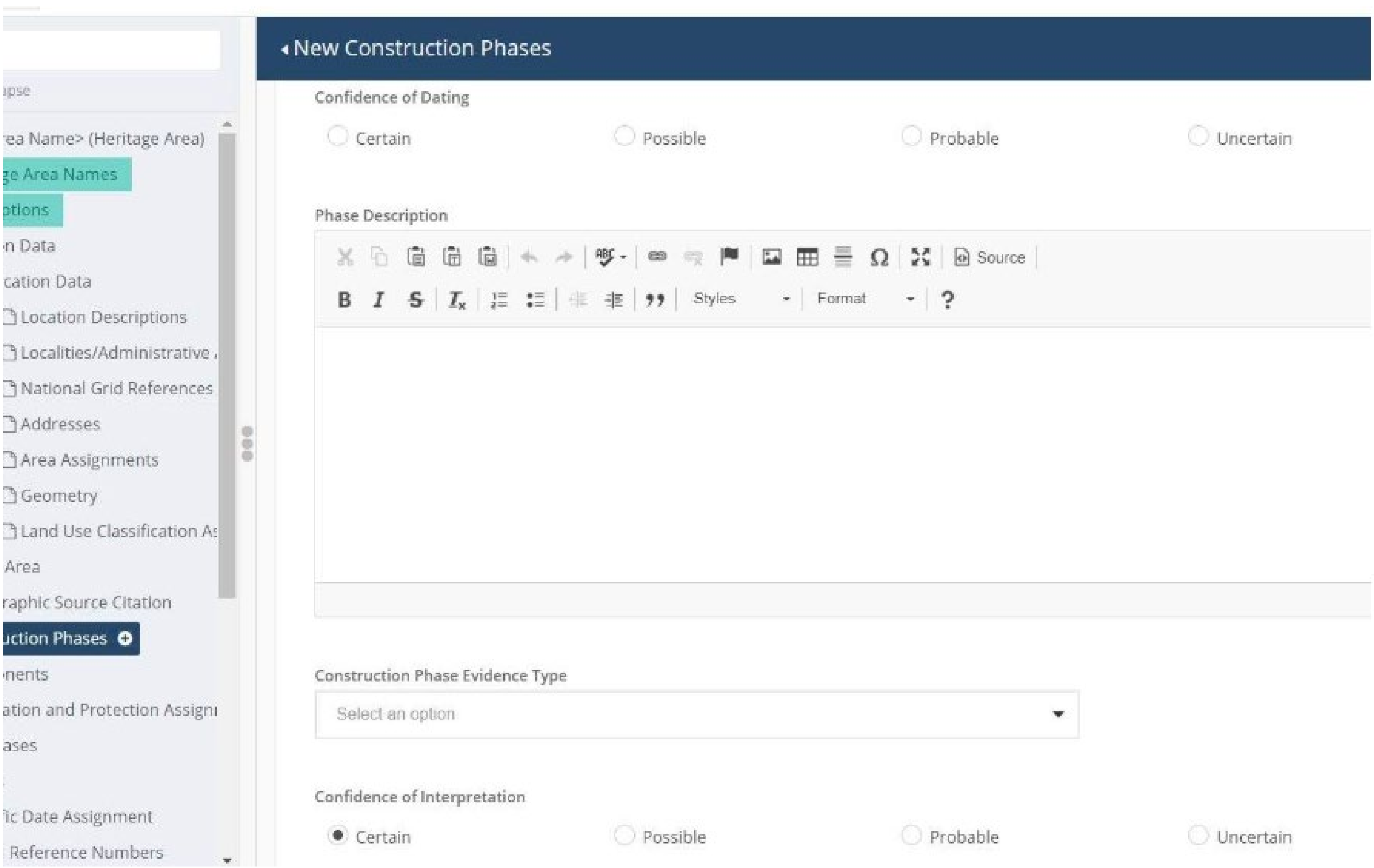


Retrieve and select the Parent Area Name/UID in the *Parent Area* node. As you type, a filtered list of matches will appear. This drop-down list contains other Arches for HERs Areas, and so the Parent Area must first be present in the Area resource.

Select *Add*.

Construction Phases

Where an Area is a man-made construction or complex, Construction Phases can describe a construction/production event such as the building or physical alteration of a site or feature.



Asset Type: Select terms describing the heritage area by form and/or function by inserting a term or part of a term into the field and selecting the required term from the drop-down list. Multiple entries can be selected.

Cultural Period: Select from the List of Periods by inserting a term, or part of a term and choosing the appropriate match from the drop-down list.

Construction Phase Start Date: The minimum date in a Construction Phase date range (e.g. 1900-01-01 – 1902). Dates can be entered manually in the expected format (EDTF – see note attached to the node in card).

Construction Phase End Date: The maximum date in a phase date range (e.g. 1900 – 1902-12-31). Dates can be entered manually in the expected format (EDTF – see note attached to the node in card).

Construction Phase Date Qualifier: This node allows the user to further qualify the period of the Construction Phase by selecting an entry from the drop-down list such as *Throughout, Occasionally, On etc.*

Construction Phase Display Date: This is a free-text node indicating the nature of the process described in the phase (e.g. *Constructed 1889-90*).

Confidence of Dating: This series of radio buttons allows the user to apply a qualifier indicating the level of certainty that exists within the evidence supporting the dating of the Construction Phase: *Certain / Possible / Probable / Uncertain*.

Phase Description: This is a free-text node in which a more detailed description of the phase event can be entered

Construction Phase Evidence Type: This node allows the user to select one or more Evidence terms to describe the source of the phase data (e.g. *Extant Building, Documentary Evidence* etc.). Inserting a term, or part of a term, in the node will access a filtered drop-down list containing all matching terms.

Confidence of Interpretation: This series of radio buttons allows the user to apply a qualifier indicating the level of certainty that exists within the evidence supporting the interpretation of the Heritage Area: *Certain / Possible / Probable / Uncertain*.

Main Construction Material: Select one or more term from the drop-down list for materials used in the main structure of a building (e.g. *Timber, Stone*).

Covering Material: Select terms describing the materials used in the roofing or other coverings of a building (e.g. *Slate, Glass*) by inserting a term or part of a term into the field and selecting the required term from the drop-down list.

Construction Method: This node accesses a drop-down list of Construction Methods that may be relevant to the Construction Phase (e.g. *Handbuilt*).

Construction Technique: This node accesses a drop-down list of Construction Techniques that may be relevant to the Construction Phase (e.g. *Timber Framing*).

Construction Phase Type: As the *Construction Phase* can be used to record any physical alteration in the Heritage Asset, the *Construction Phase Type* allows the user to specify the manner of event being recorded from the drop-down list (e.g. *Initial Build, Conversion, Alteration* etc.).

To add a further Construction Phase. select the *Construction Phases* facet from the tree view to open a new, empty card.

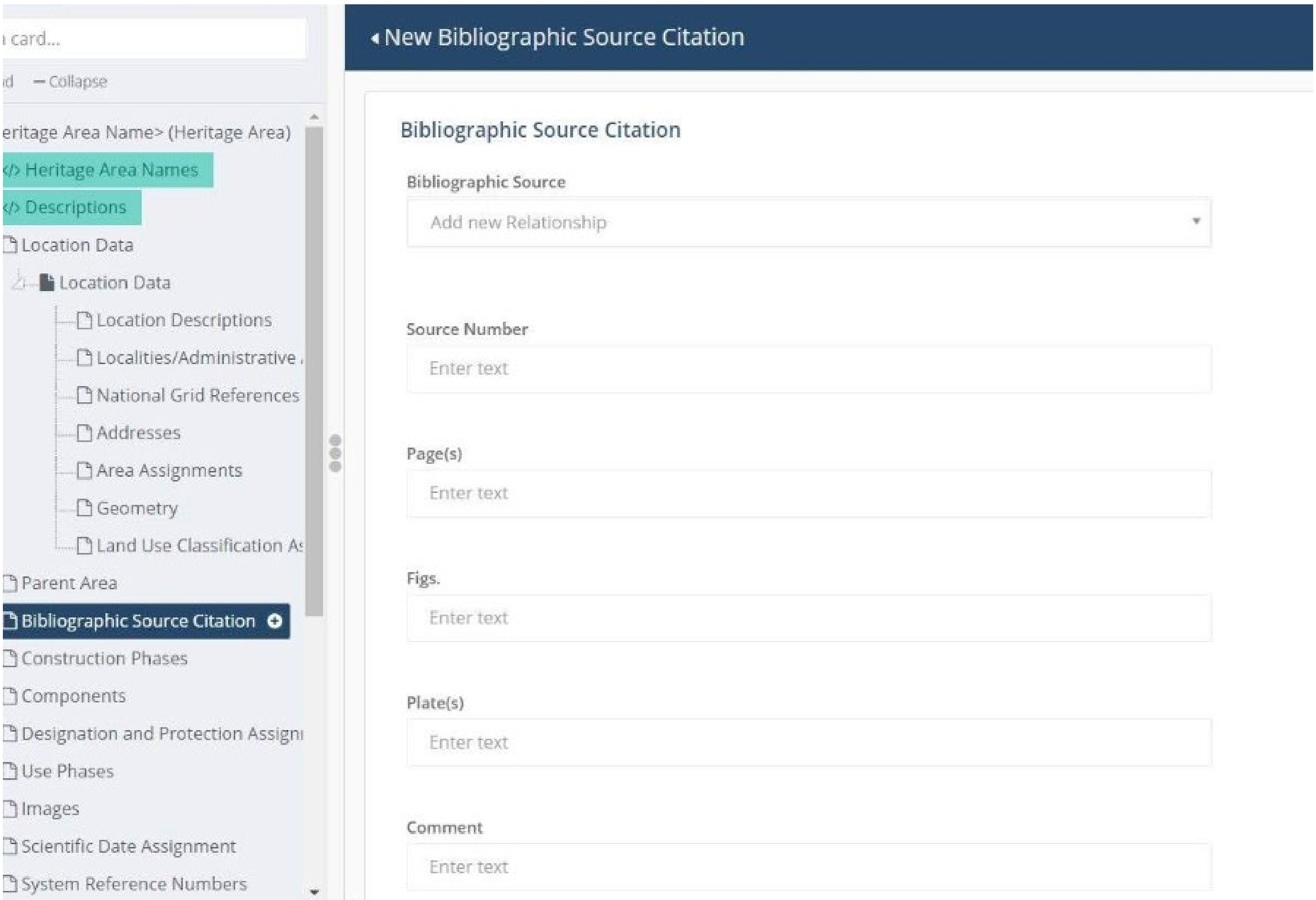
Bibliographic Source Citation

Details of the specific citation relating a source to an Area. Where bibliographic sources already exist as Resources within the application, these will be retrieved and specific references added to the card. If a source does not already exist as a Resource it will need to be created as a new resource.

Bibliographic Source: The name of the bibliographic source containing the specific reference recorded

Source Number: The cross reference number as used in descriptive text (for example, 1, 2, 3 etc.) to indicate the source of specific information.

Pages/s: The specific page references.



Figs: Figure numbers where appropriate.

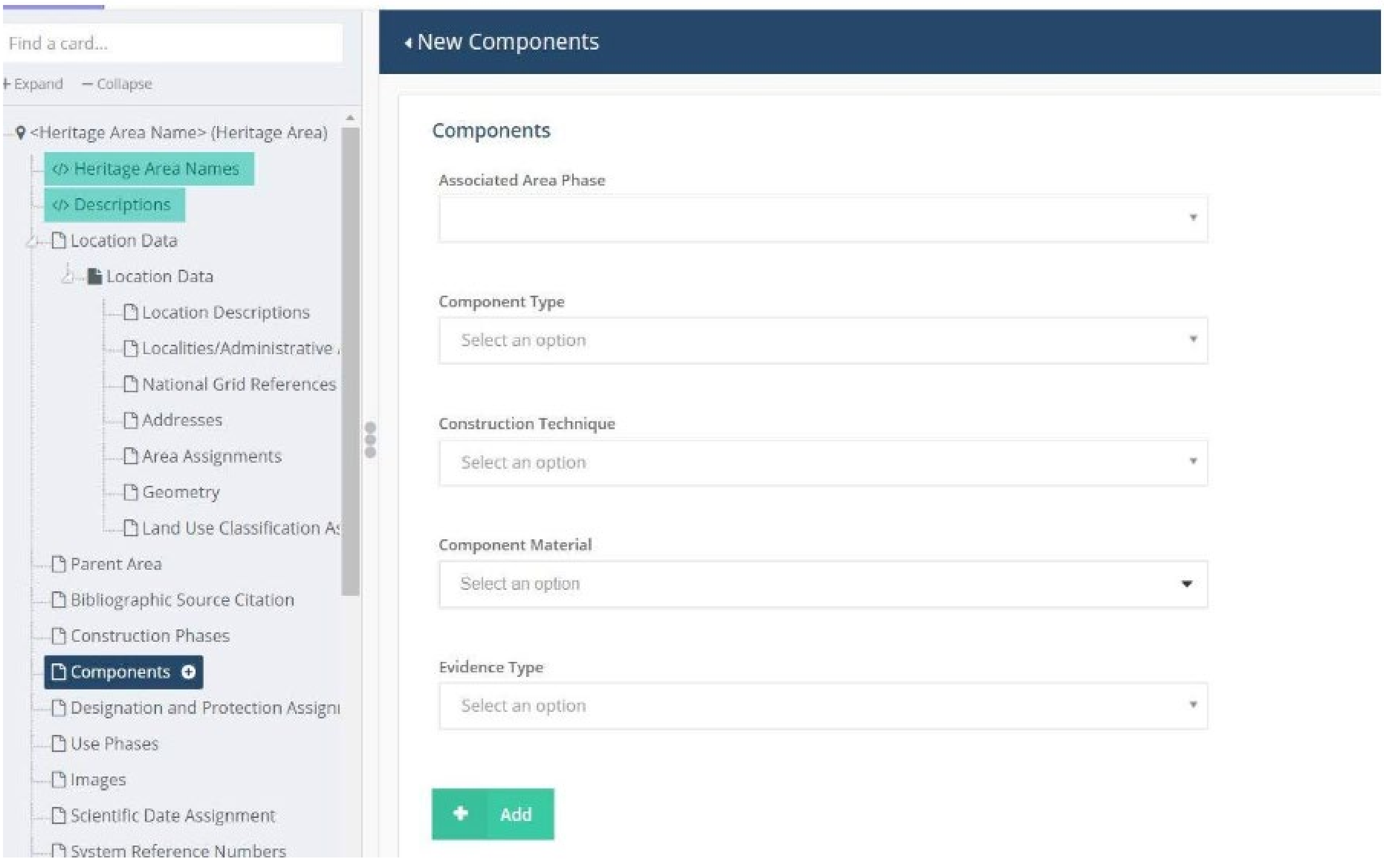
Plates: Illustrative plate numbers where appropriate.

Comment: This is a free-text node to record additional information, comments or references if required.

Further Bibliographic Sources can be recorded by re-selecting the *Bibliographic Source Citation* facet title in the tree view on the left-hand side of the screen to open a new, empty card.

Components

The Components card facilitates the recording of specific elements or components of a site or structure.



Associated Area Phase: This node enables the association of the Component with a specific Construction Phase already recorded elsewhere in the record and available to select from a drop-down list of values.

Component Type: This node accesses a drop-down list of components, including areas and spaces, architectural components etc. Inserting a term, or part of a term, in the node will produce a filtered drop-down list of matching terms to select from.

Construction Technique: Select a term from the node's drop-down list.

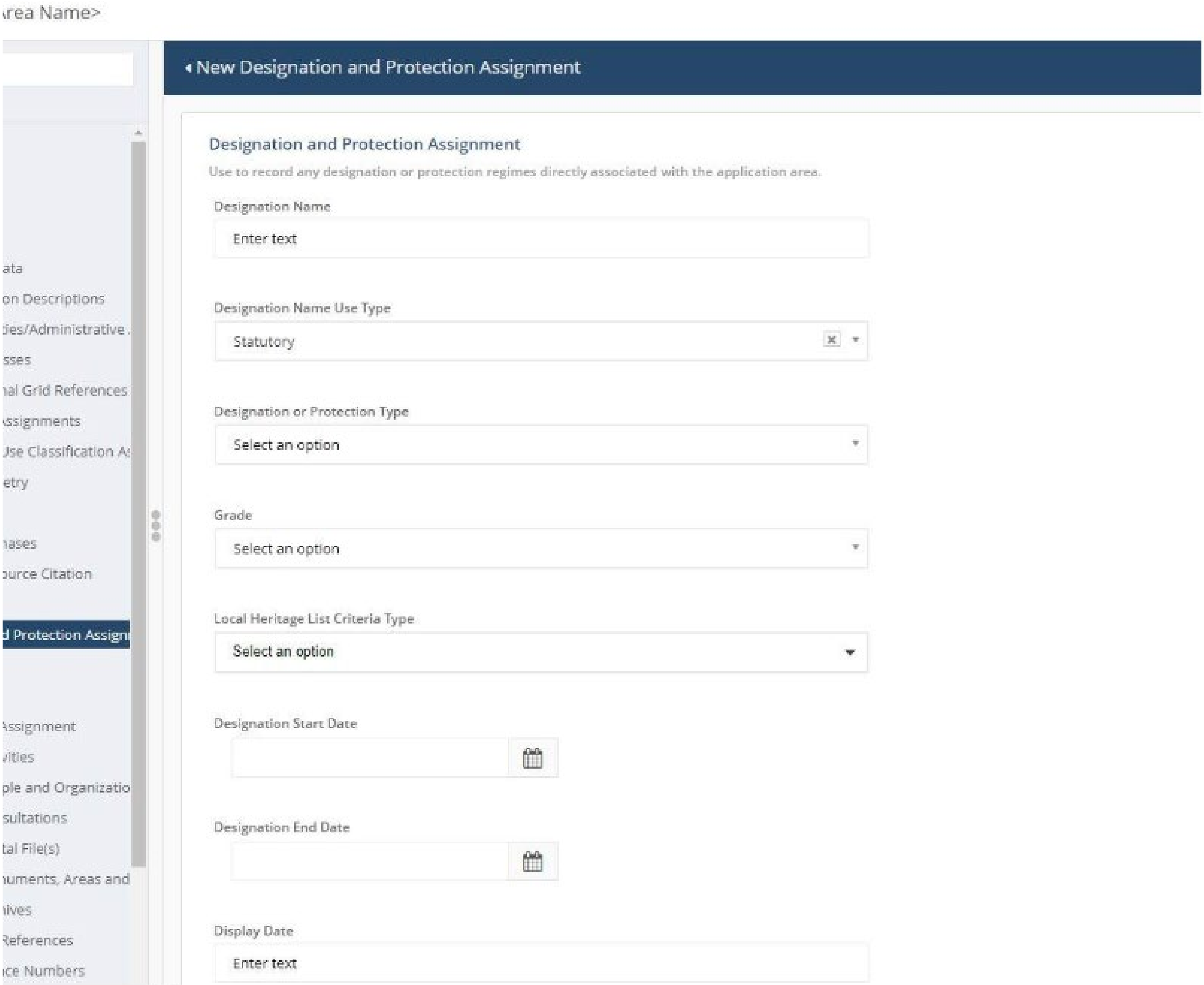
Component Material: Select and one or more Component Material terms from the drop-down list.

Evidence Type: Select an Evidence Type term (for example, *Extant Structure*) and select the **Add** button to commit your record.

Further Components can be recorded by re-selecting the *Components* facet name in the tree view on the left of the screen to open a new, empty card.

Designation and Protection Assignment

Where designation or protection regimes apply to an Area, these can be recorded with associated classifications and information.



Designation Name: Insert a name for the assignment in the Designation Name node and select an appropriate type (Original / Former / Alternative etc.) from the drop-down list accessed via the Designation Name Use Type node.

Designation or Protection Type: Select an appropriate entry from the drop-down list (for example, Conservation Area).

Grade: Where the Conservation Type is accompanied by an assigned Grade, select an entry from the drop-down list.

Local Heritage List Criteria Type: Where the Designation or Protection Type is assigned as Local Heritage List, select the accompanying Criteria Type from the drop-down list.

Designation Start Date / End Date: Where known, insert the date on which the Designation or Protection was bestowed. If the Designation or Protection Assignment has been removed, insert the Designation End Date if known.

Display Date: This free-text node facilitates the entry of Designation and Protection Assignment dates and date ranges in non-controlled date formats (for example, *Controlled Site 2001-12*).

Designation Amendment Date: Where relevant, insert the date on which the Designation or Protection Assignment was amended.

Risk Status: This node has two options to express whether the site is currently at risk: At Risk / Not at risk.

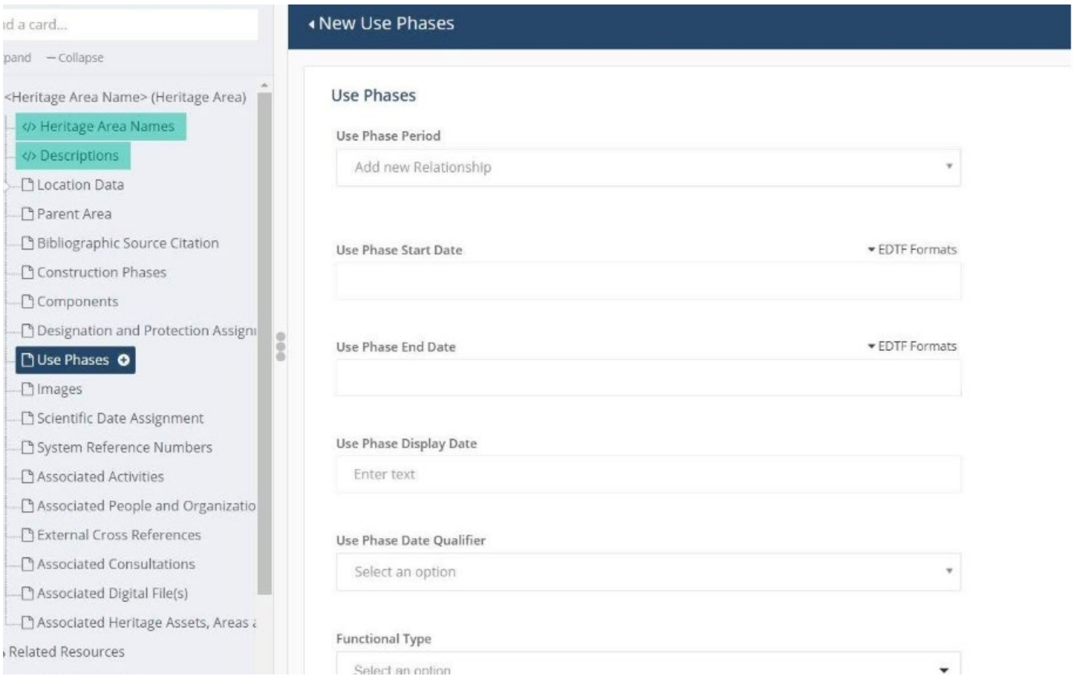
Link Text: Where a link to a web resource is included, an appropriate description/note can be inserted in this free-text node.

URL for link: To create a link to the web resource or designation/protection entry relating to the Historic Aircraft, insert the URL for the specific web page detailing the site.

Digital Files: Where they have previously been created as Keystone resources in the Digital Objects resource, relevant files can be retrieved and selected via a filtered drop-down list attached to this node.

Use Phases

These are phases or periods of time in which the function of an area has changed but little or no structural change has taken place.



Use Phase Period: Select from the list of Periods by inserting a term, or part of a term and choosing the appropriate match from the drop-down list.

Use Phase Start Date: The minimum date in a Use Phase date range (e.g. 1900-01-01 – 1902). Dates can be entered manually in the expected format (EDTF – see note attached to node in card).

Use Phase End Date: The maximum date in a phase date range (e.g. 1900 – 1902-12-31). Dates can be entered manually in the expected format (EDTF – see note attached to node in card).

Use Phase Display Date: This is a free-text node indicating the construction described in the phase (e.g. *Converted for private use 1955*).

Use Phase Date Qualifier: This node allows the user to further qualify the period of the Use Phase by selecting an entry from the drop-down list such as *Throughout, Occasionally, On* etc.

Functional Type: Select terms describing the area by function, as relevant to the use phase being recorded, by inserting a term or part of a term into the field and selecting the required term from the drop-down list. Multiple entries can be selected.

Evidence Type: This node allows the user to select one or more Evidence terms to describe the source of the phase data (e.g. *Extant Building, Documentary Evidence* etc.). Inserting a term, or part of a term, in the node will access a filtered drop-down list containing all matching terms.

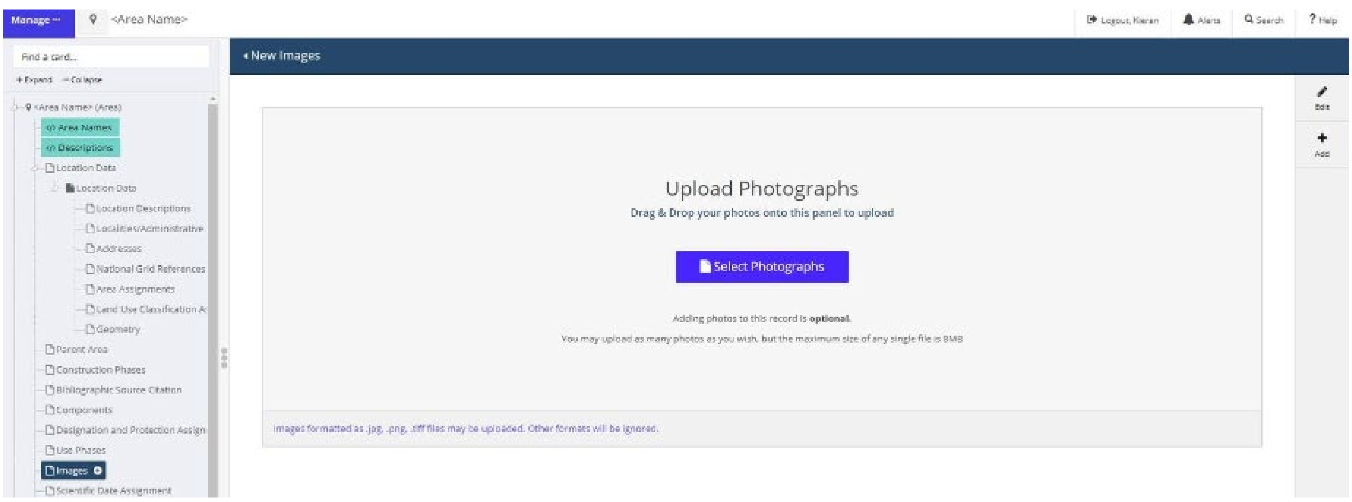
Use Phase Description: This is a free-text node in which a more detailed description of the phase can be entered.

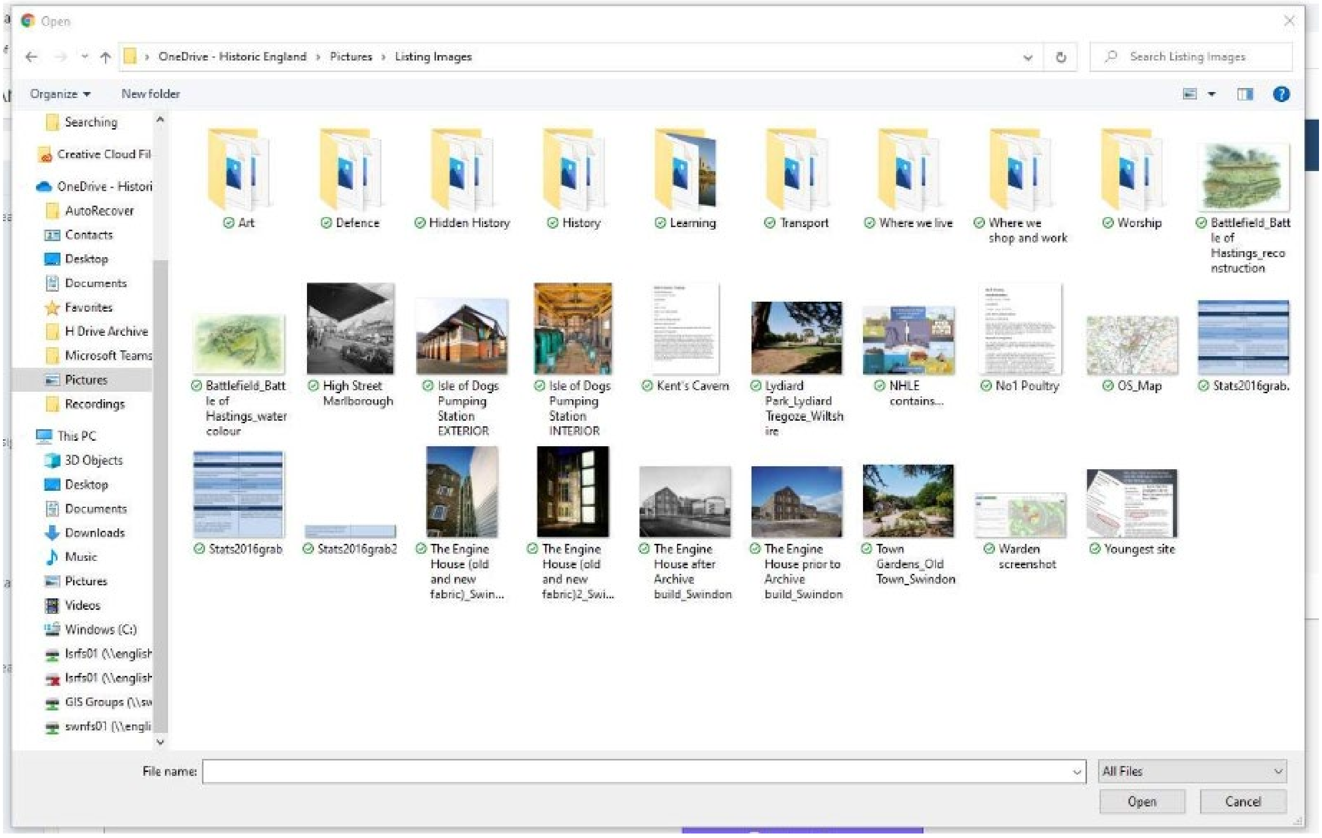
Use Phase Description Type: Select an appropriate *Description Type* (e.g. *Summary, Full, Notes* etc.) from the drop-down list of values.

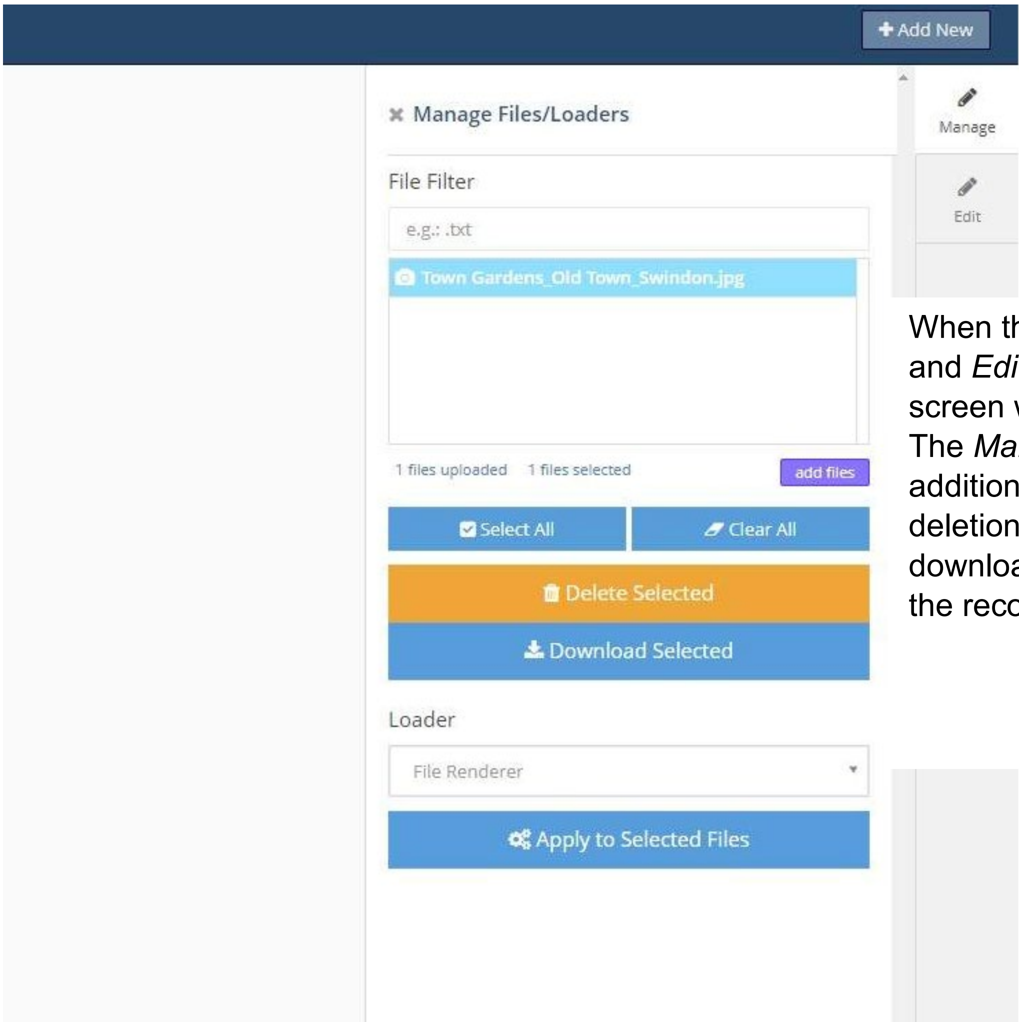
Further Use Phases can be entered by selecting the Use Phase facet from the tree view to open a new, empty card.

<u>Images</u>

This card facilitates the uploading of one or more images associated with the Area (maximum file size for any single item is 8MB) by either dragging and dropping the file onto the panel, or browsing and selecting files using the **Select Photographs** button.





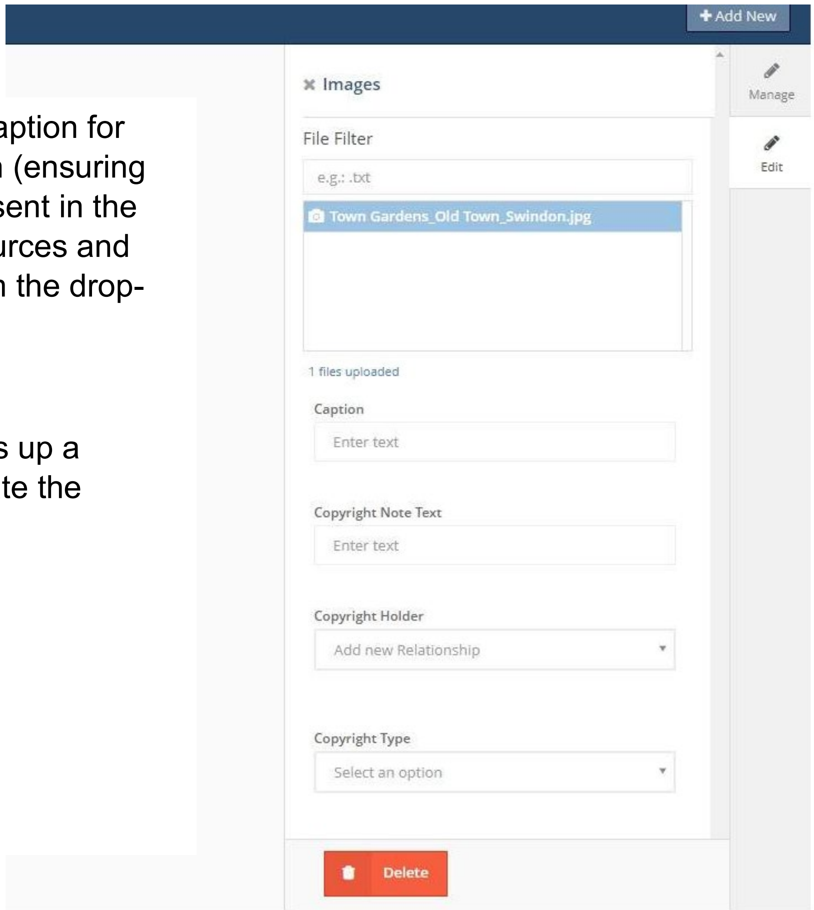


When the image is loaded *Manage* and *Edit* options on the right of the screen will be enabled.

The *Manage* form facilitates the addition of further images, the deletion of existing images, or the downloading of images attached to the record.

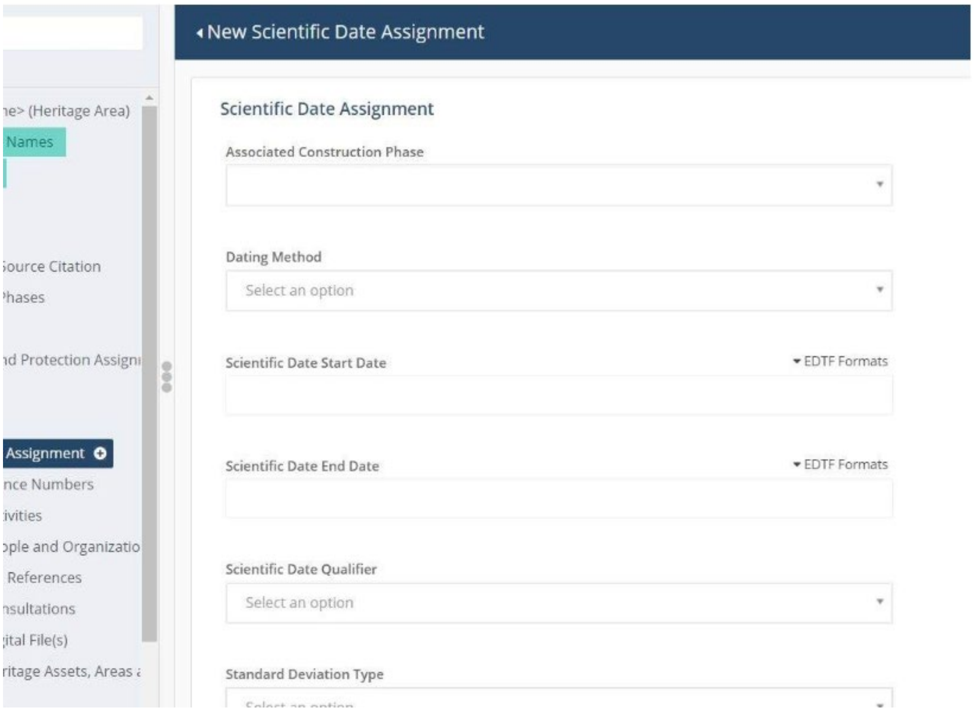
The *Edit* option allows you to create a caption for the image and add copyright information (ensuring that the Copyright Holder is already present in the Keystone People or Organizations resources and therefore retrievable and selectable from the drop-down list).

Selecting the **Add New** command opens up a new *Select Photographs* panel to facilitate the selection of further images.



Scientific Date Assignment

Where samples have been submitted to specific scientific dating methods (e.g. Dendrochronology) the process and outcomes can be recorded using the Scientific Date Assignment card.



Associated Construction Phase: This node enables the association of the Date Assignment with a specific Construction Phase already recorded elsewhere in the record and available to select from a drop-down list of values.

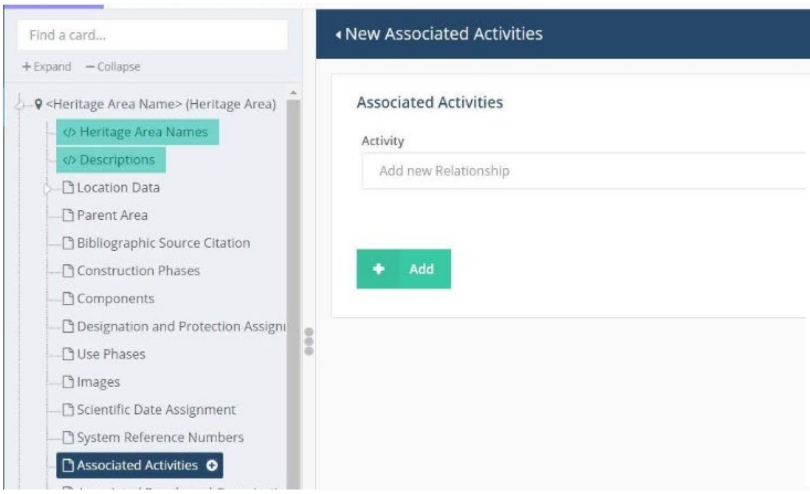
Dating Method: This node describes the specific scientific dating methodology applied to the artefact. Select a term (e.g. *Radiocarbon Dating*) from the drop-down list.

Standard Deviation Note: This free-text node facilitates the recording of further information, comments or observations relating to Standard Deviation.

Laboratory Reference: This free-text node facilitates the recording of any known references or reference numbers applied by the laboratory undertaking the scientific dating process.

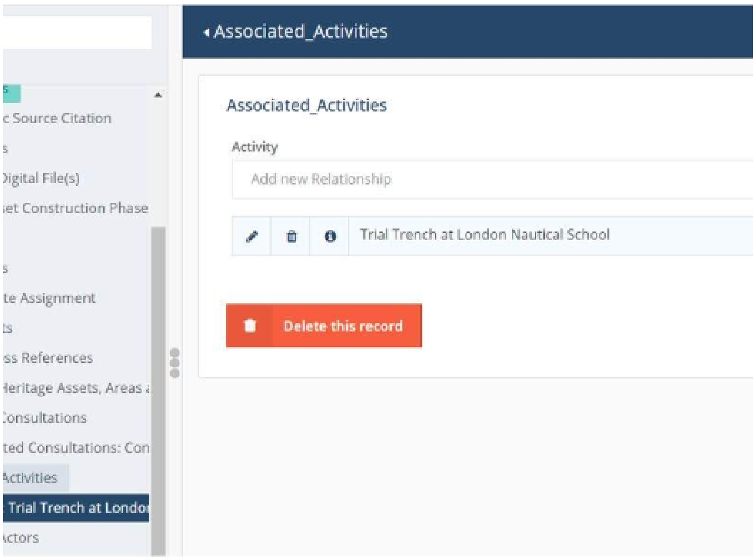
Note: This free-text node facilitates the recording of any further information, notes or observations relating to the Scientific date Assignment.

<u>Associated Activities</u>



This Facet allows the user to create an association with an existing Activity using the following data:

Activity: Insert a Name or UID in the Activity node to retrieve and select it from the drop-down list of Arches for HERs Activities. Select Add to commit it to the record.



Add a caption

Once an Activity is added, it will appear in a panel below the Activity node with a set of commands attached. Further Activities can be selected.

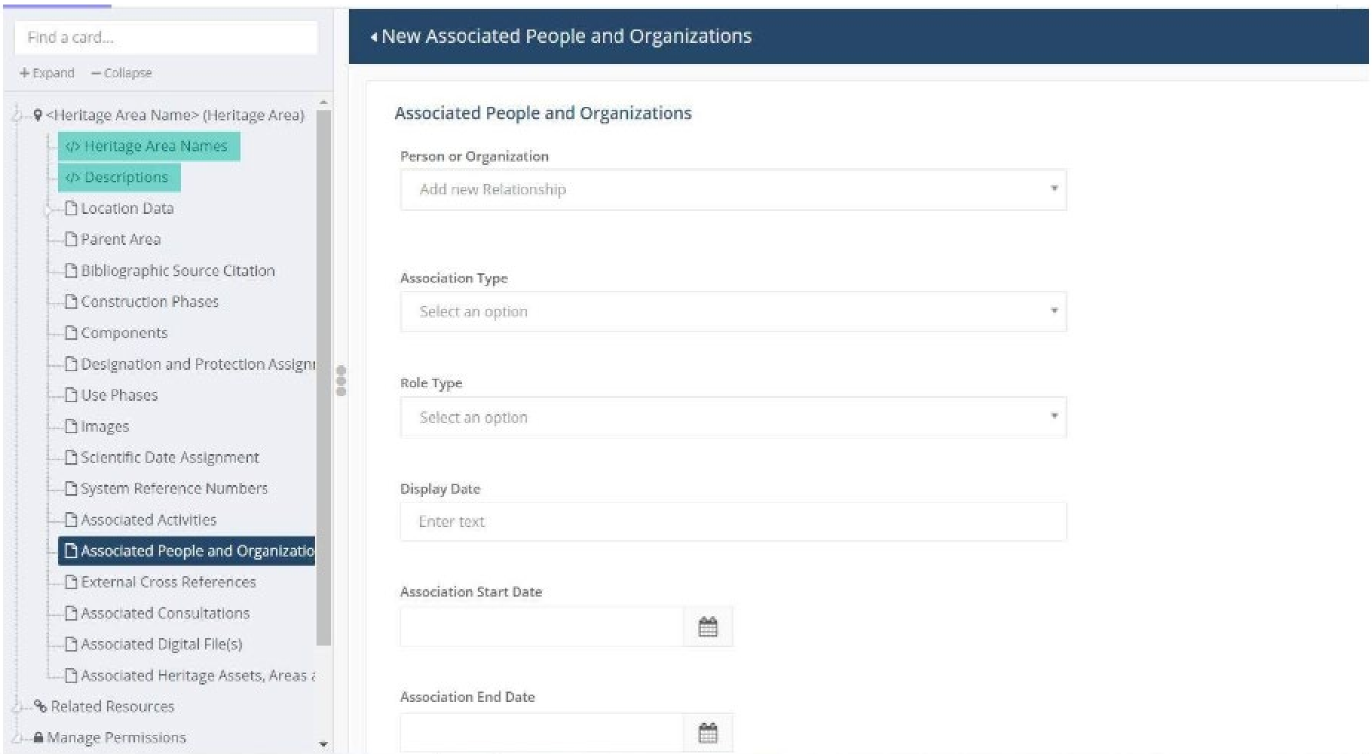
By selecting the **Edit** icon you can open the Activity resource instance in a new tab.

The **Delete** icon allows you to remove an individual Activity from the card – the Delete this record command at the bottom of the card will remove all its contents.

The **Information** icon will open a Related Resource Report. Use the X in the top-right corner of the summary to close it and return to the card.

Associated People and Organizations

This Facet allows the user to create an association with an individual and/or organization and define the context of the relationship by defining a role.



Person or Organization: Retrieve and select the individual or organization from the drop-down list of resources.

If a person or organization does not already exist as an Arches for HERs Resource, and is therefore un-selectable in the card, it will need to be created as a new Resource (People/Organization).

Association Type: Select a term from the drop-down list to indicate the relationship between the actor and the Area (e.g. *General Association*).

Role Type: Select a term from the drop-down list to clarify the context of the actor's association with the Area (e.g. *Person of Historic Interest*).

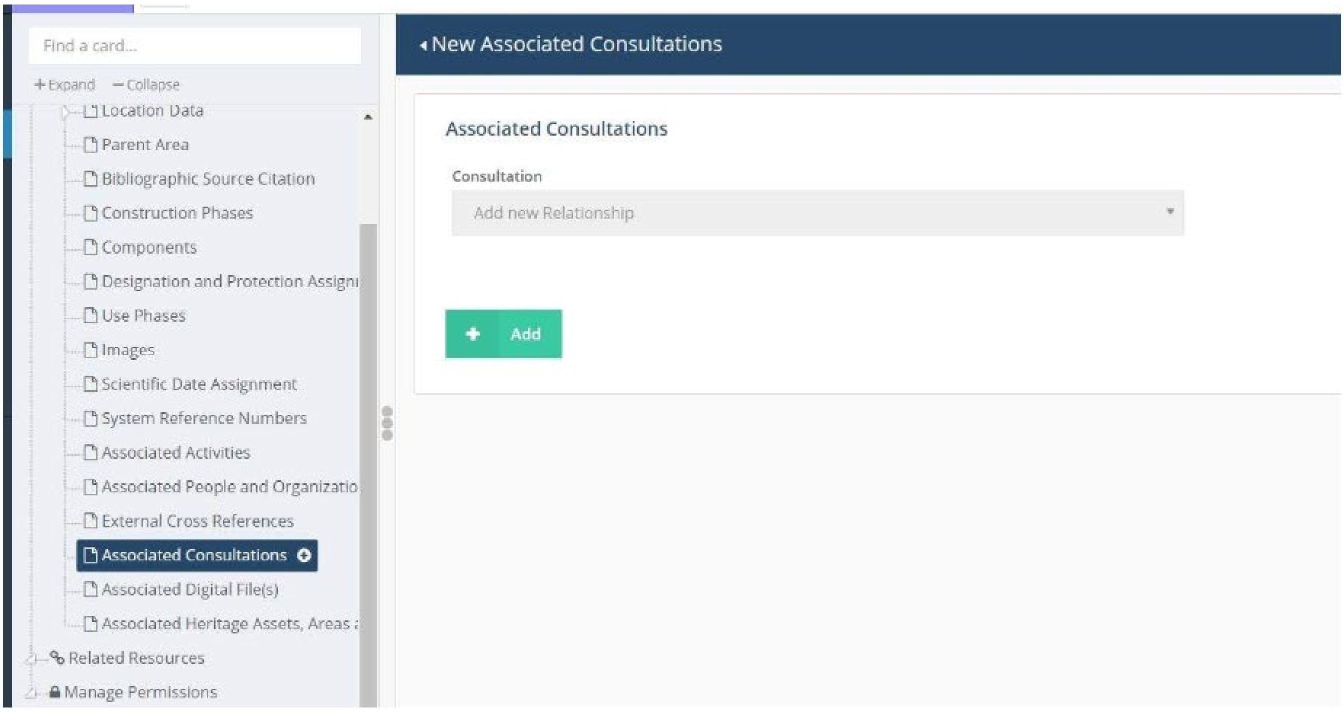
Display Date: This is a free-text node facilitating the inclusion of a non-standardised date or date range (e.g. 1914-16).

Association Start Date/End Date: These nodes are used to express a specific date range by entering a minimum and maximum date value (for example 1914-01-01, 1916-12-31). Values can be inserted using the calendar functions attached to the nodes, or else entered manually in YYYY-MM-DD format.

Date Qualifier: Select an appropriate qualifier to express the context of the data or date range described to the associated actor (for example, At some time would imply the actor was involved between the minimum and maximum dates recorded, but it is not possible to say what date exactly; Between would imply the actor's association began on the minimum date and concluded on the maximum date).

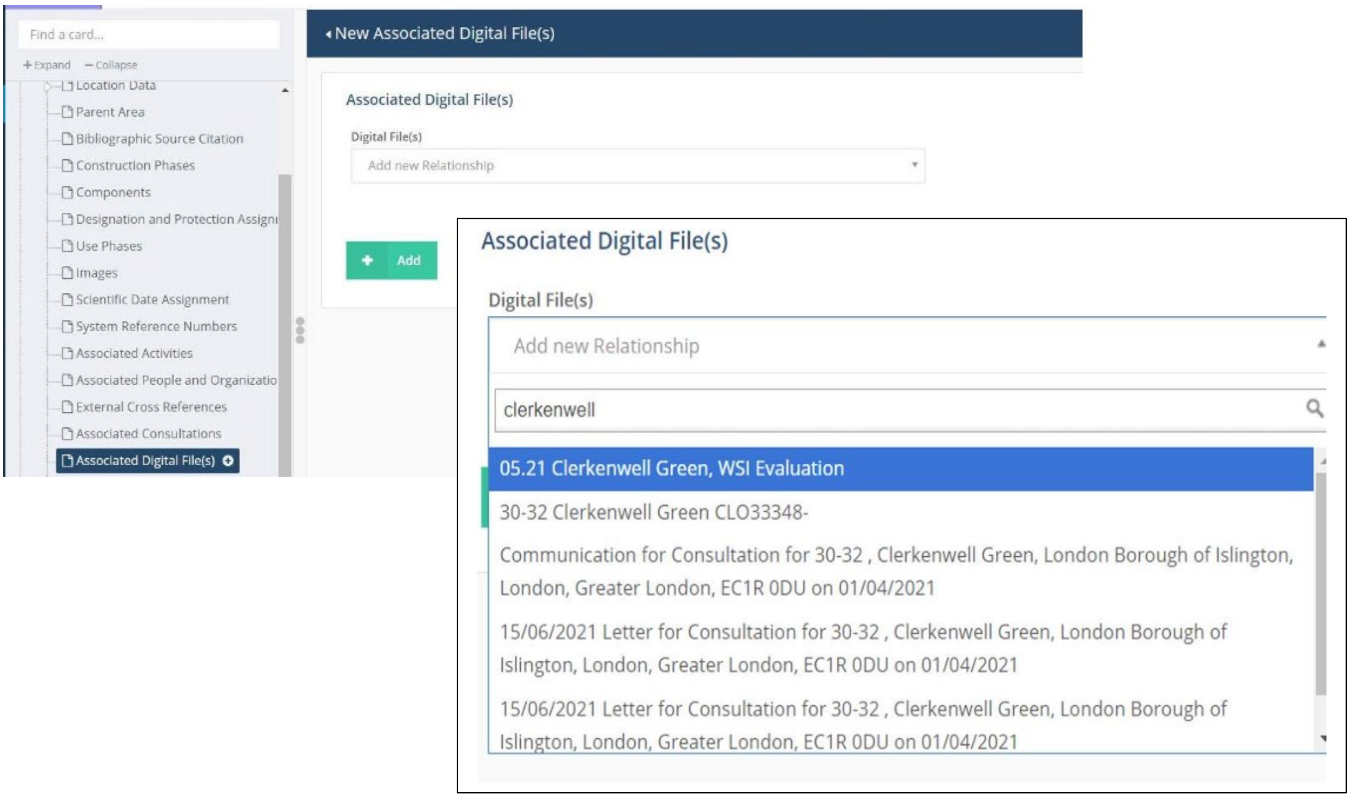
Associated Consultations

This Facet allows the user to create an association with a Consultations Resource by inserting the Name or UID of the associated Consultation and selecting it from the filtered drop-down list.



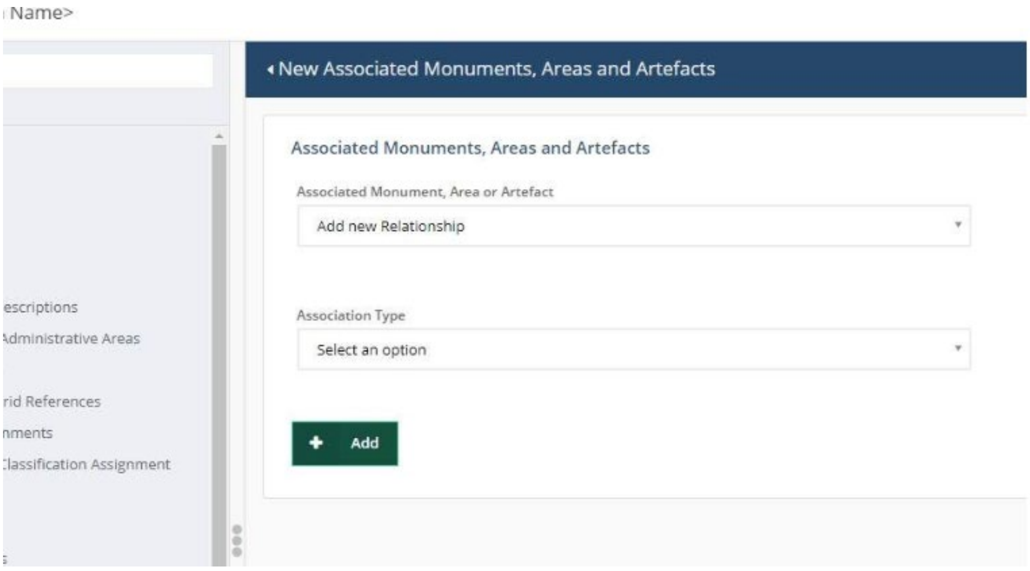
Associated Digital File(s)

This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.



Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with other resources recorded as Monuments, Areas or Artefacts by inserting the Name or UID of the associated resource and selecting it from the filtered drop-down list.



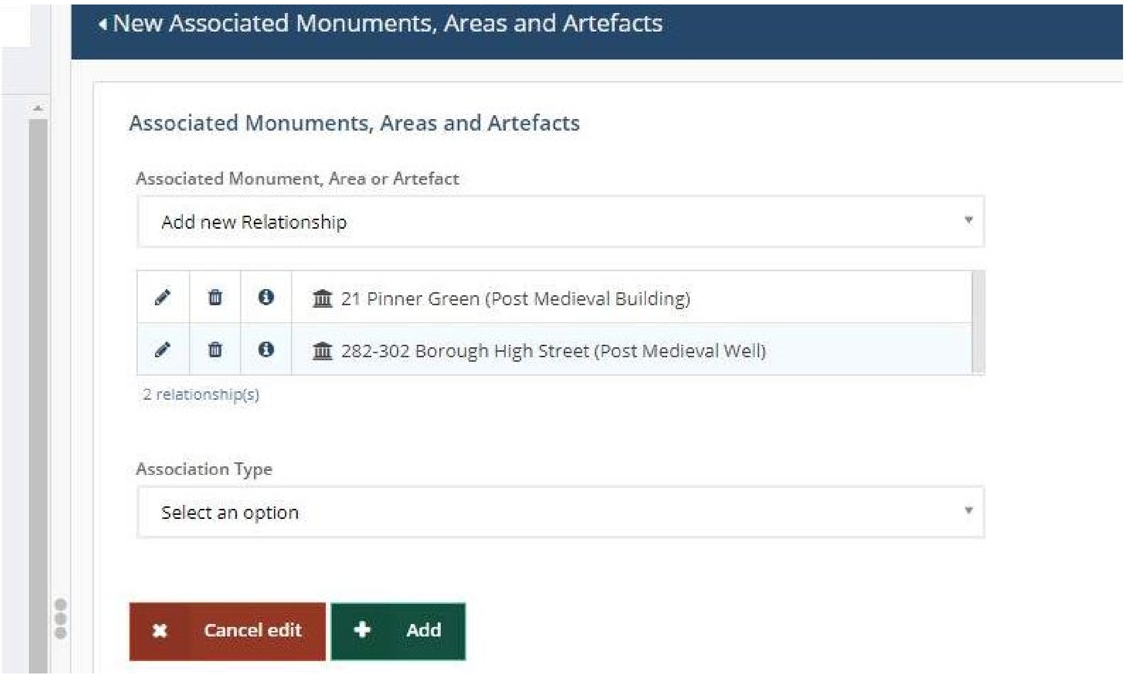
More than one Monument, Area or Artefact can be selected.

As each entry is selected, it will appear in a panel below the *Associated Assets, Area or Artefact* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form.



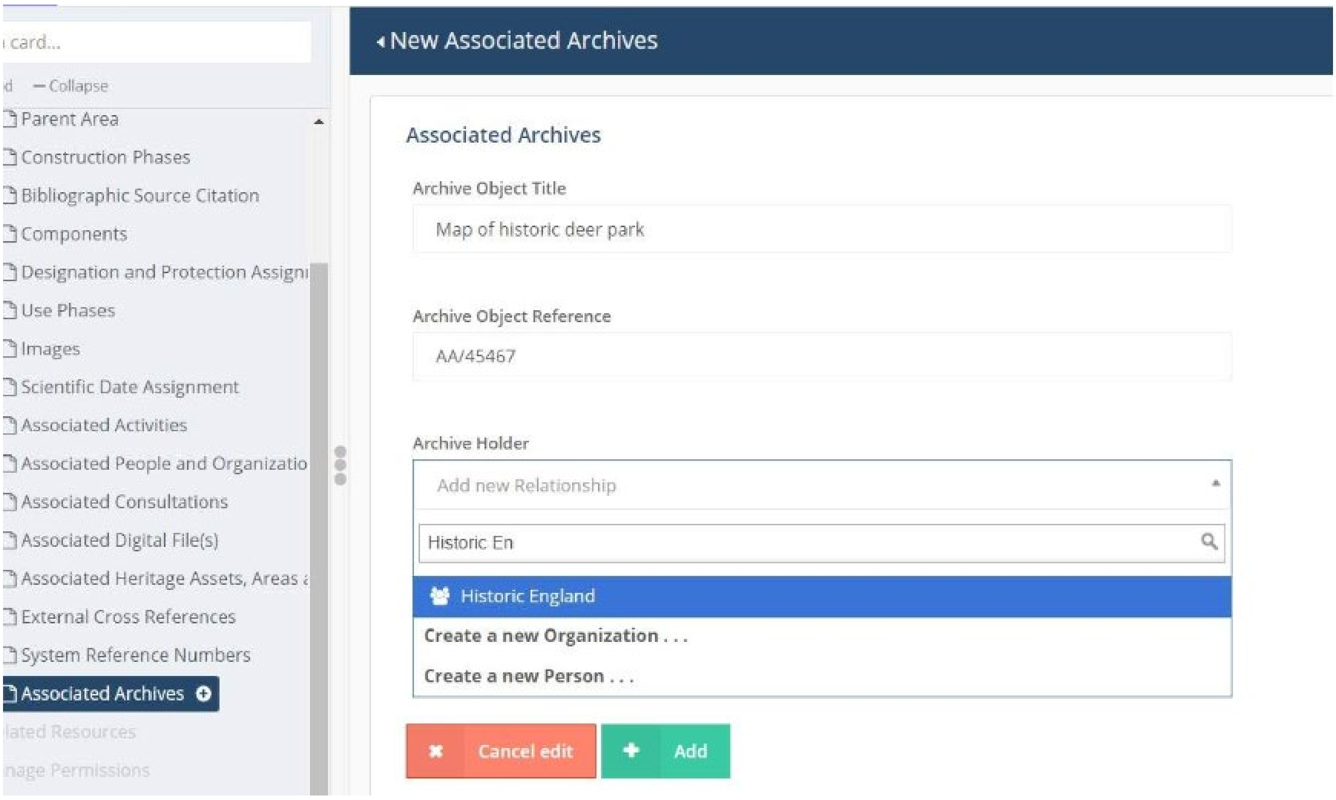
Associated Archives

This Facet allows the user to create an association with an Archive item which relates to or references the Area (e.g. historic photographs, maps etc.).

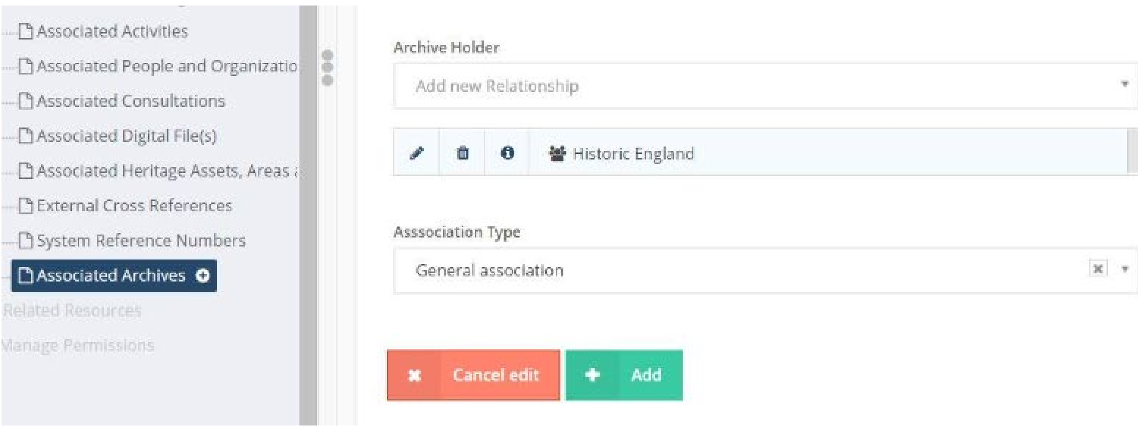
Archive Object Title: The item name as previously catalogued or recorded.

Archive Object Reference: The Archive item's existing reference number or identifier.

Archive Holder: The individual or organization that owns or is responsible for the associated archive item (e.g. Historic England Archive). These entries should first be present in the appropriate Resource (Person / Organization) to enable their retrieval and selection using this node.



Association Type: This node has a drop-down list of values (General association / Identified as / Is referred to by) for selection to express the relationship between the area and the archive object.



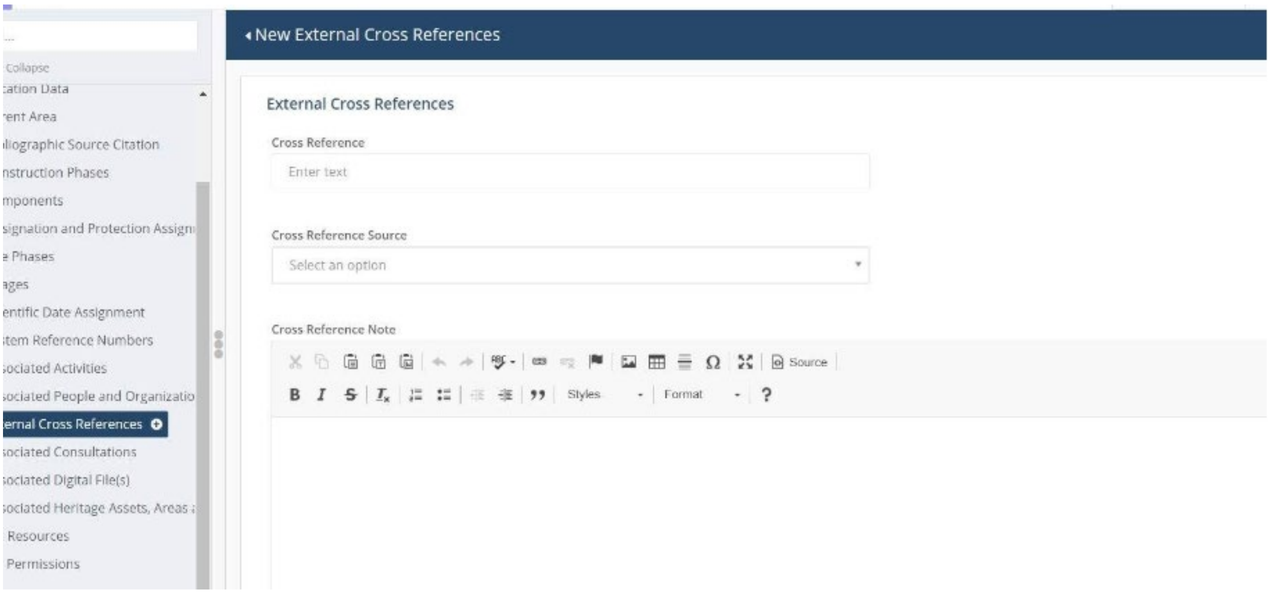
External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

The Cross Reference node should contain the identifier.

Cross Reference Source will contain the information system or organisation that contains the cross reference (for example, AIP Record Number).

Cross Reference Note is a free-text facility for recording any relevant additional details.

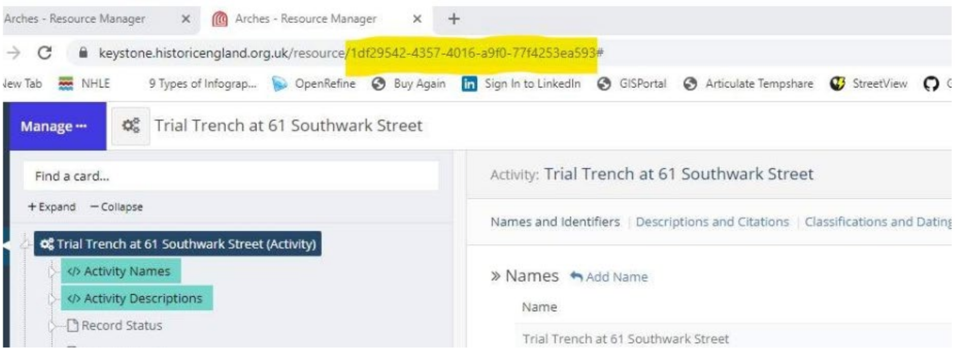


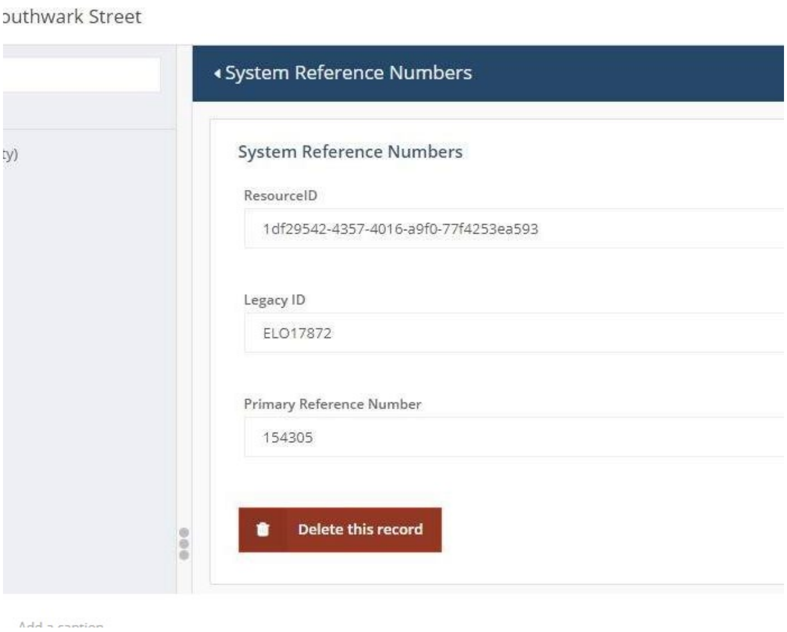
To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

Additional External Cross References can be recorded by selecting the External Cross Reference facet title from the tree view on the left of the screen to open a new, empty card.

System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the **ResourceID** node in the System Reference Numbers card.





Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

Artefact

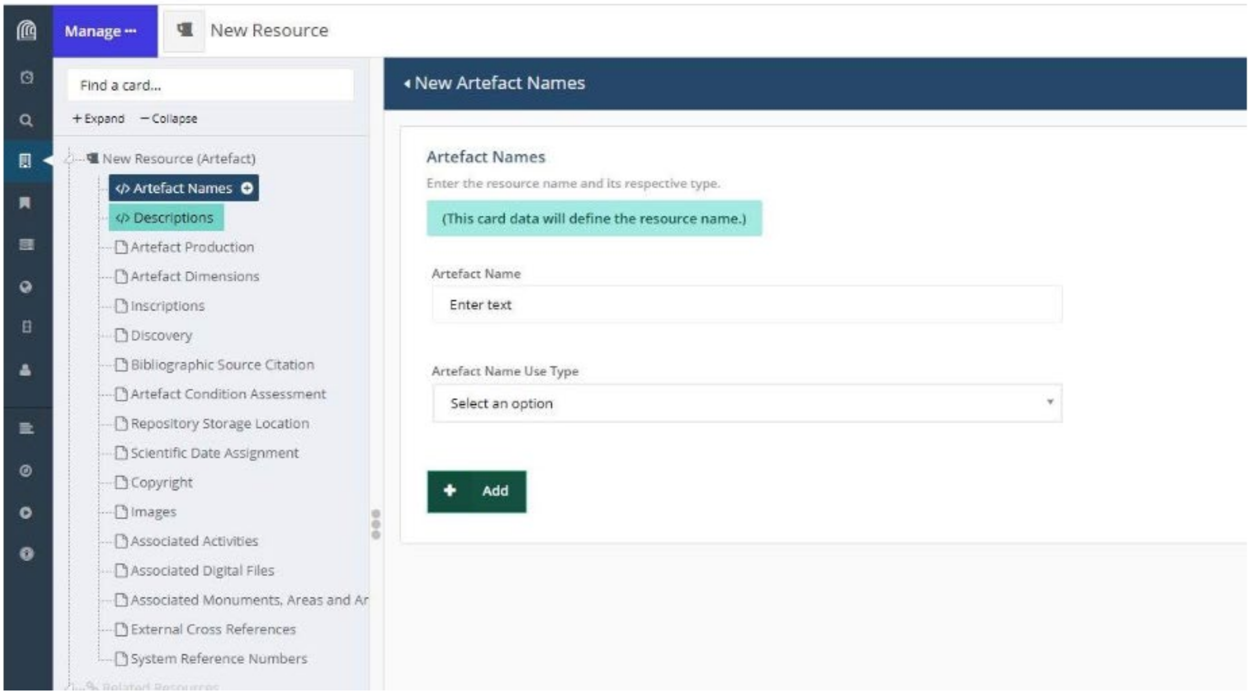
Defines information relating to the character of man made items of heritage significance as identified by the Portable Antiquities Scheme. Includes individual artefacts, architectural items, artefact assemblages, individual ecofacts and ecofact assemblages, and environmental samples.

Note: For artefacts not associated with Monuments or Areas the recording of a 'Findspot' site with which to associate the Artefact may be required.

Artefact Names

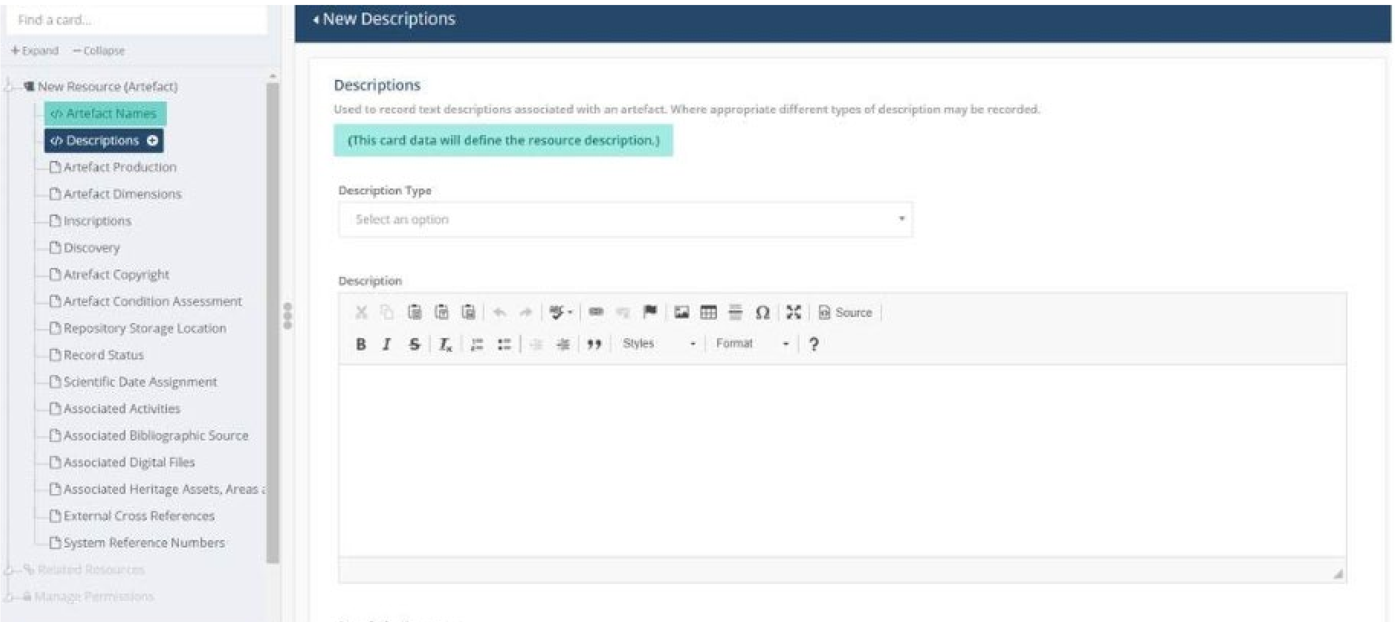
Artefact Names - It is recommended, when creating Artefact Names, to choose something that not only identifies what the artefact is, but also where it was found, and possibly when. This will aid the identification of Artefacts especially when creating associations with other Resources..

For example, rather than simply assigning the name, *Roman Vessel*, add *Roman Vessel: Samian Ware, Tabard Street*, or *Tabard Street: Roman Samian Ware.*



Descriptions

- Select the Descriptions facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.
- Insert free-text descriptive text into the Description field and select an appropriate Type (e.g. Summary, Full, Notes etc.) before selecting Add.

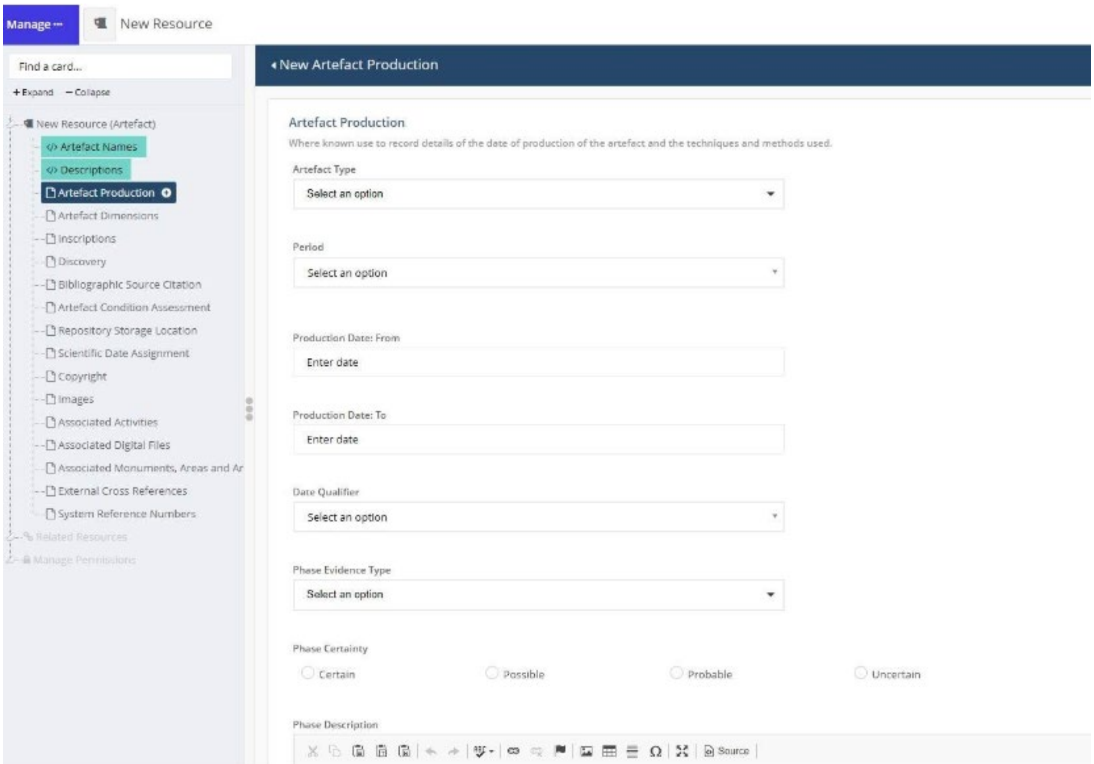


Where appropriate, a Description Language can be selected from a drop-down list of values.

To add a further Description, re-select the Descriptions facet title from the tree view on the left of the screen to open a new, empty card.

Artefact Production

This card is used to record, where known, details relating to the production of the artefact such as dates, techniques and methods of production. For help with 'Artefact Type', Phase Evidence Type', or any of the drop down lists here, they and their scope notes can be found in the Arches for HERs Reference Data Manager (RDM) (see the guide for *Arches for HERs for Local Administrators*).



Artefact Type: Select a term from the drop-down list of Artefact Types describing the form/function of the artefact (for example, Base Sherd). More than one term may be selected.

Period: Select the period associated with the timespan during which the artefact was produced. More than one Period can be selected where there is uncertainty.

Production Date From/To: Insert a date range during which the artefact was produced by defining a minimum and maximum value (see EDTF Formats guidance in the card).

Date Qualifier: Select an appropriate qualifier to express the context of the data or date range described to the artefact production (for example, *At some time* would imply the artefact was produced between the minimum and maximum dates recorded, but it is not possible to say what date exactly; *Between* would imply the artefact's production began on the minimum date and was completed on the maximum date).

Phase Evidence Type: Select one or more Evidence Type terms from the drop-down list (for example, Find, Artefact Scatter etc.) that describes the nature of the evidence for the artefact's production.

Phase Certainty: Select one of the four radio-button options to express the degree of certainty that can be applied to the dating of the artefact's production (e.g. *Probable*).

Phase Description: This is a free-text node for inserting descriptive text relating to the artefact's production. Select an appropriate **Phase Description Type** from the drop-down list (for example, *Notes*).

Producer: Where known, insert the name of the individual or organization responsible for the artefact's production by selecting an entry from the drop-down list of people and organizations. First insure the required entry is present in the appropriate Arches for HERs Resource (People / Organization).

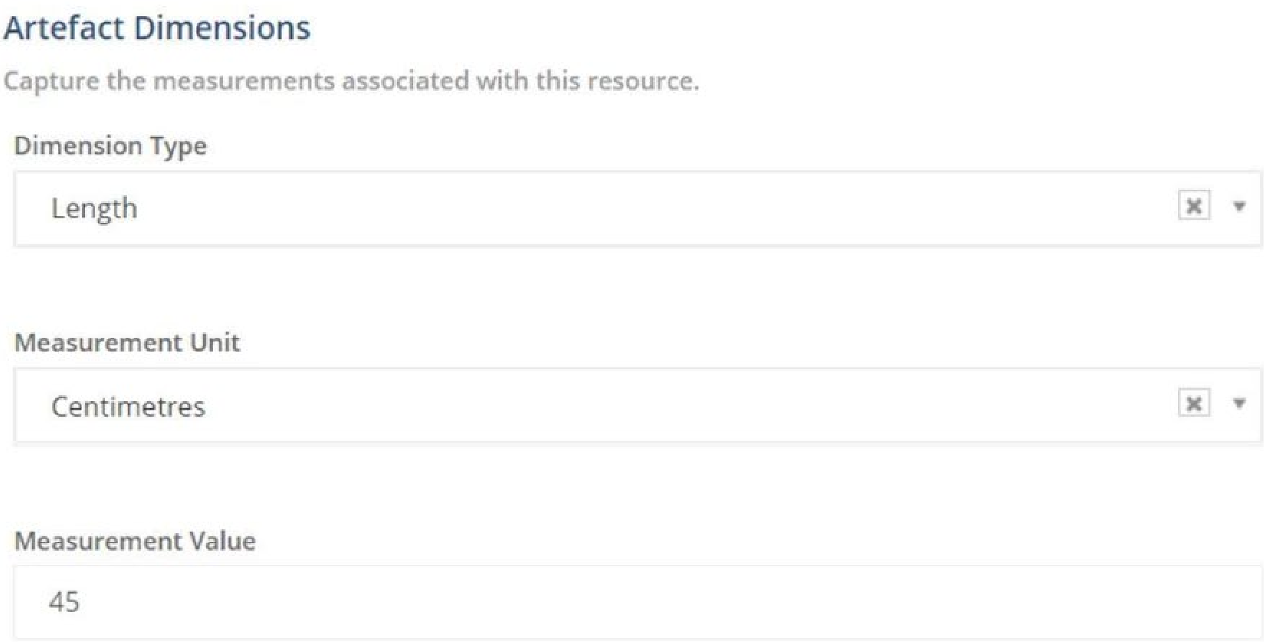
Production Technique: Select a term from the drop-down list of terms to describe a specific technique used in the artefact's production (e.g. *Forging*).

Production Method: Select a term from the drop-down list of terms to describe the overall method used in the artefact's production (e.g. *Moulded*).

Material: Select one or more terms from the drop-down list to describe the materials used in the production of the artefact (e.g. *Leather, Iron, Horn*).

Artefact Dimensions

This card can be used to record the measured dimensions of an artefact.



Dimension Type: Select a term from the drop-down list to describe the specific attribute to which the dimensions apply (e.g. *Length, Height* etc.).

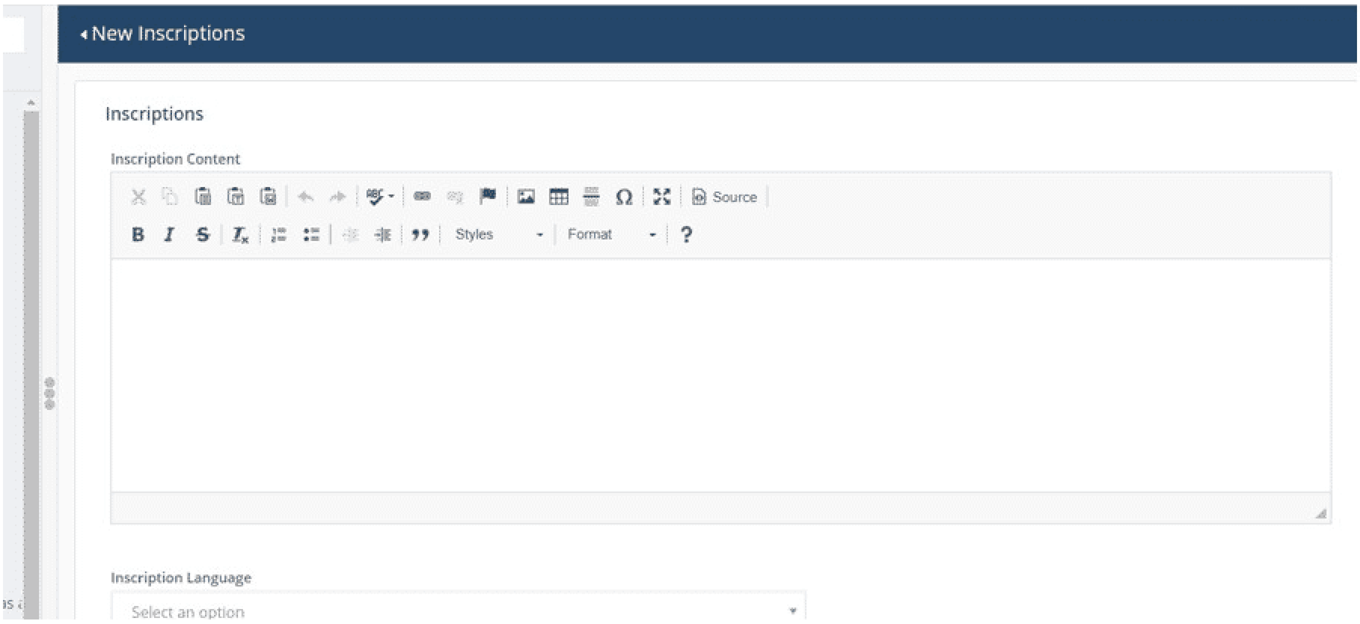
Measurements Unit: This node records the unit of measurement in which the dimensions have been recorded. A drop-down list of Measurement Units (e.g. *Centimetres*) is available.

Measurement Value: This free-text node records the Measurement Unit's numerical value.

Multiple Artefact Dimensions can be recorded. When the values entered have been saved by selecting the *Add* button in the card, re-select the *Artefact Dimensions* facet title in the tree view on the left of the screen to open a new, empty card enabling the entry of further artefact dimensions (e.g. *Breadth, Depth* etc.).

Inscriptions

Where artefacts bear inscriptions, which may be in foreign languages, and may have been translated, these can be recorded in the Inscriptions card.



Inscription Content: This is a free text node for recording the inscription itself.

Inscription Language: This node records the language in which the inscription is written. Select a language from the drop-down list.

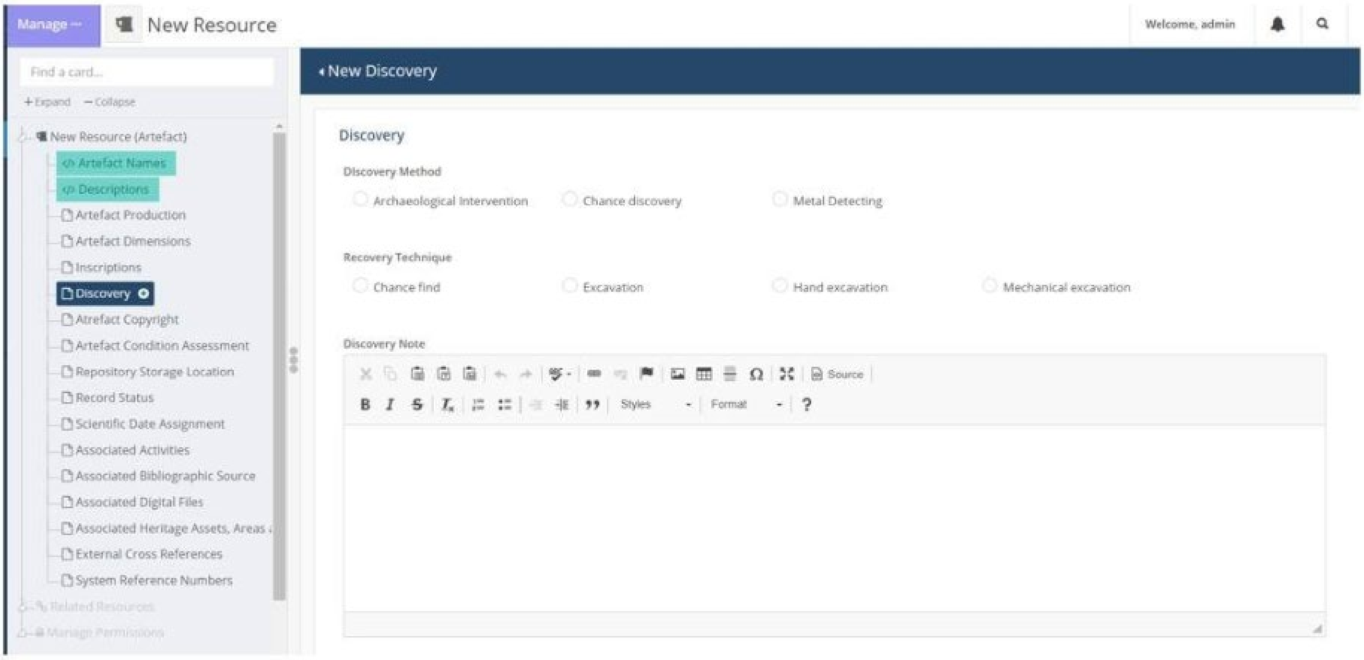
Translation Text: Where an inscription has been translated, the translated text can be recordd in this free-text node.

Translation Language: The language into which the inscription has been translated can be recorded here using the drop-down list of languages.

Inscription Note: This free-text node facilitates the recording of further information or observations relating to the artefact's inscription.

Discovery

This card facilitates the recording of the method of the artefact's discovery and the technique used in its physical recovery.



Discovery Method: This node presents three broad terms from which to choose by selecting one of the radio buttons. Only one selection can be made.

Recovery Technique: This node presents four broad techniques from which to choose – only one radio-button option can be selected.

Discovery Note: This free-text node facilitates the recording of any further information or observations relating to the artefact's discovery.

Bibliographic Source Citation

Details of the specific citation relating a source to an Artefact. Where bibliographic sources already exist as Resources within the application, these will be retrieved and specific references added to the card. If a source does not already exist as a Resource it will need to be created as a new resource.

Bibliographic Source: The name of the bibliographic source containing the specific reference recorded.

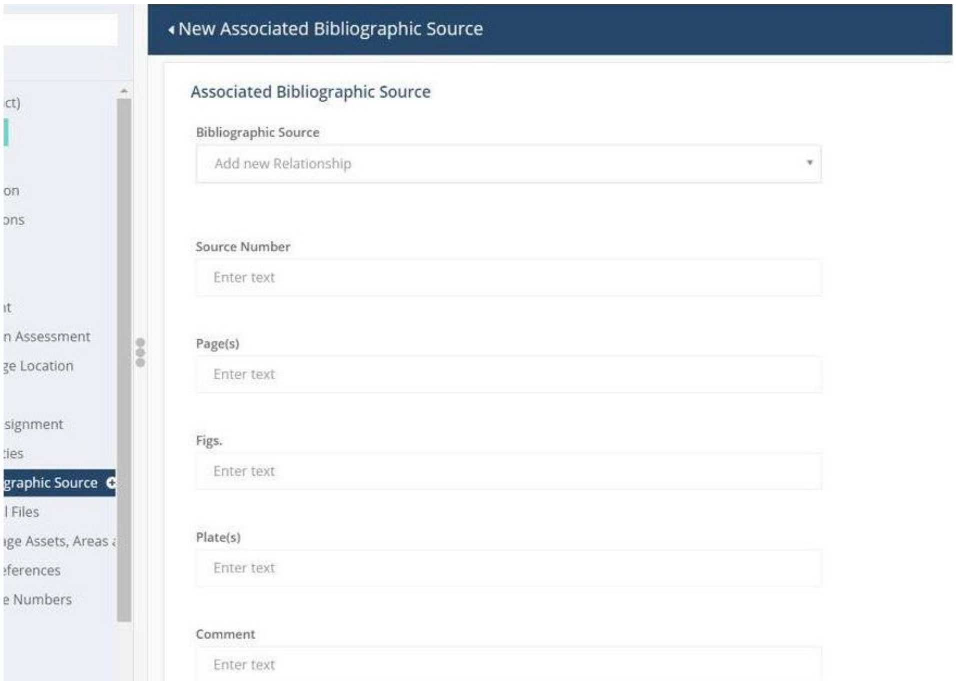
Source Number: The cross reference number as used in descriptive text (e.g. 1, 2, 3 etc.) to indicate the source of specific information.

Pages/s: Specific page references.

Figs: Figure numbers where appropriate.

Plates: Illustrative plate numbers where appropriate.

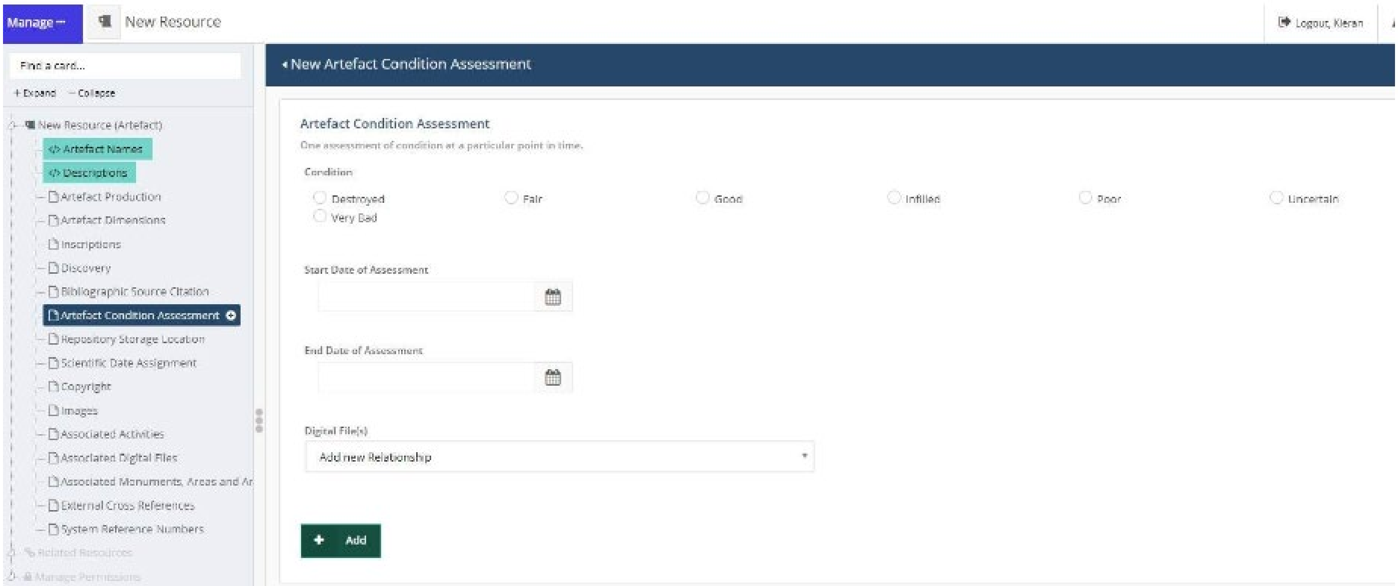
Comment: To record addition information or references if required.



Further Bibliographic Sources can be recorded by re-selecting the Associated Bibliographic Source facet title in the tree view on the left-hand side of the screen to open a new, empty card.

<u>Artefact Condition Assessment</u>

This card facilitates the recording of any physical assessment the artefact may have undergone, perhaps upon recovery or prior to conservation.



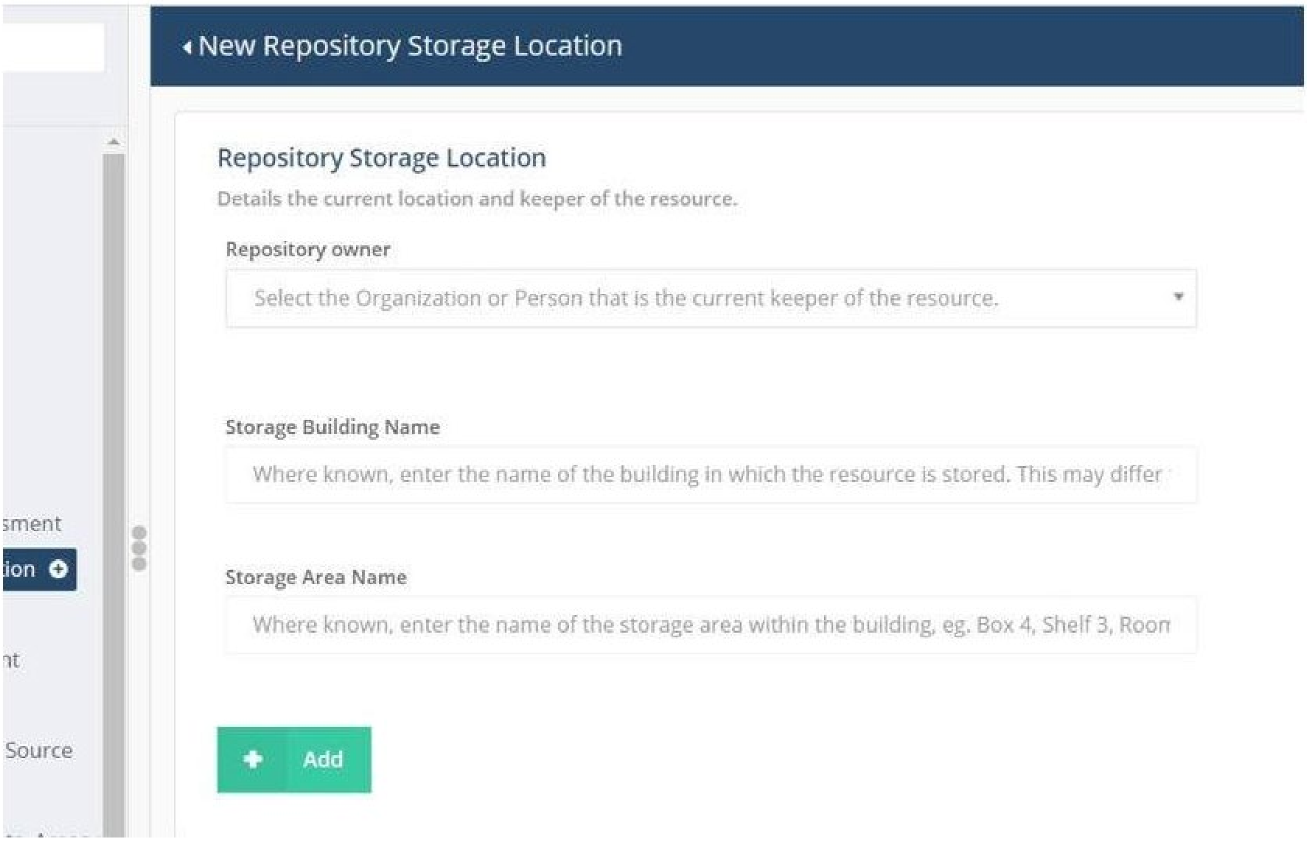
Condition: This node presents seven broad condition categories from which to select to describe the overall condition of the artefact (e.g. *Good*). Populate the appropriate radio-button to assign a condition.

Start/End Date of Assessment: Where known, the specific date on which the assessment was undertaken can be recorded here, either as a specific date value or as a date range where this is all that is known.

Digital File(s): Where an associated digital file, such as an assessment report, exists as an entity in the application's Digital Objects Resource, and association can be created here be retrieving and selecting the appropriate entry using the drop-down list.

Repository Storage Location

This card facilitates the recording of the current physical location of the artefact being recorded and the individual or organization responsible for its storage.



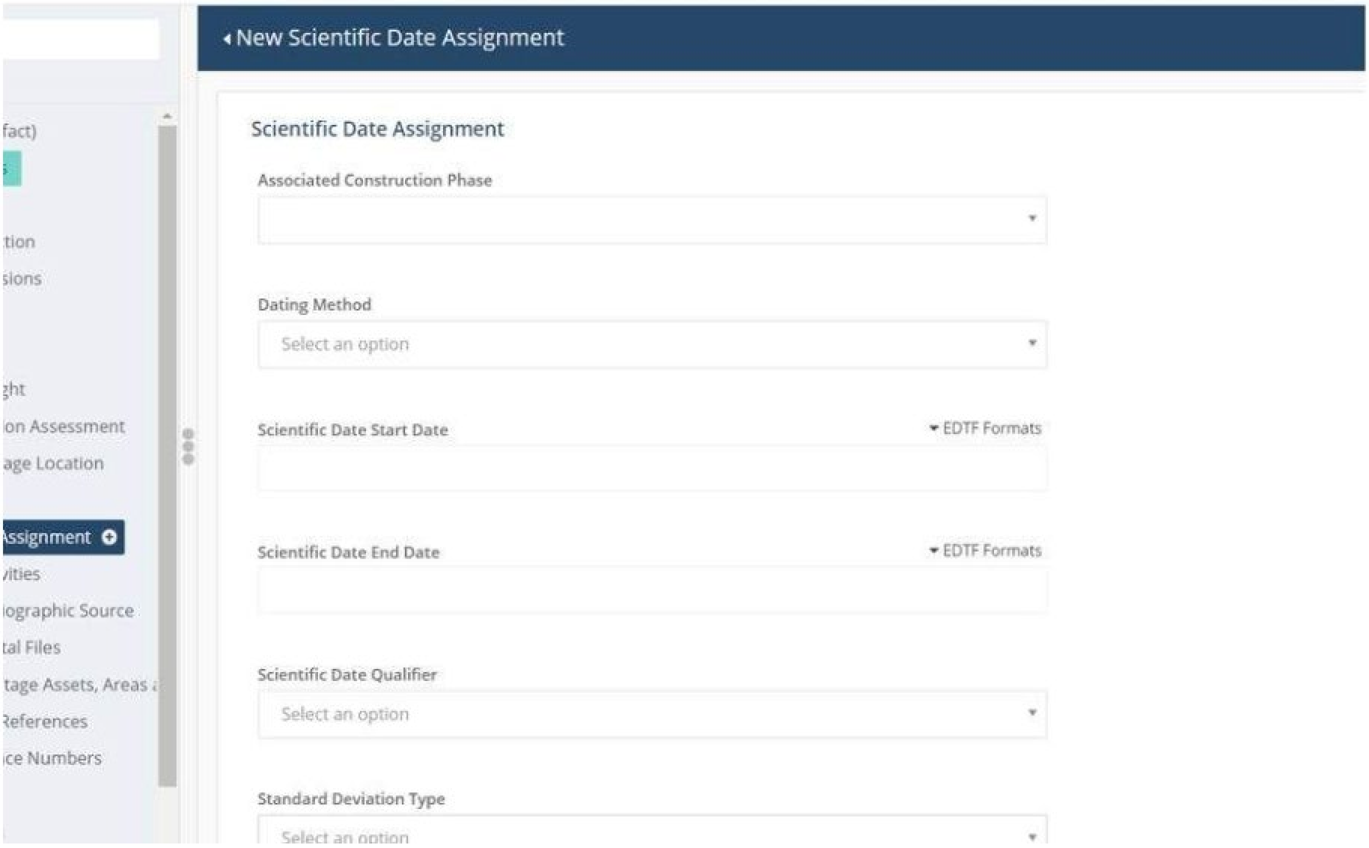
Repository Owner: Retrieve and select the individual or organization responsible for the storage of the artefact using the drop-down list. Insure the individual or organization is present within the appropriate Keystone resource (People / Organization) first.

Storage Building Name: This is a free-text node for recording the name of the building or facility in which the artefact is stored.

Storage Area Name: This free-text node facilitates the recording of the specific location within the storage building or facility where the artefact van be located. This may include Room Numbers or Names, Shelf Numbers, Box or File Numbers etc.

Scientific Date Assignment

Where an artefact has been submitted to specific scientific dating methods (for example, Dendrochronology) the process and outcomes can be recorded using the Scientific Date Assignment card.



Associated Construction Phase: This node enables the association of the Date Assignment with a specific Construction Phase already recorded elsewhere in the record and available to select from a drop-down list of values.

Dating Method: This node describes the specific scientific dating methodology applied to the artefact. Select a term (e.g. *Radiocarbon Dating*) from the drop-down list.

Scientific Date Qualifier: Select an appropriate qualifier to express the context of the data or date range described to the artefact production (for example, *At some time* would imply the artefact was produced between the minimum and maximum dates recorded, but it is not possible to say what date exactly; *Between* would imply the artefact's production began on the minimum date and was completed on the maximum date).

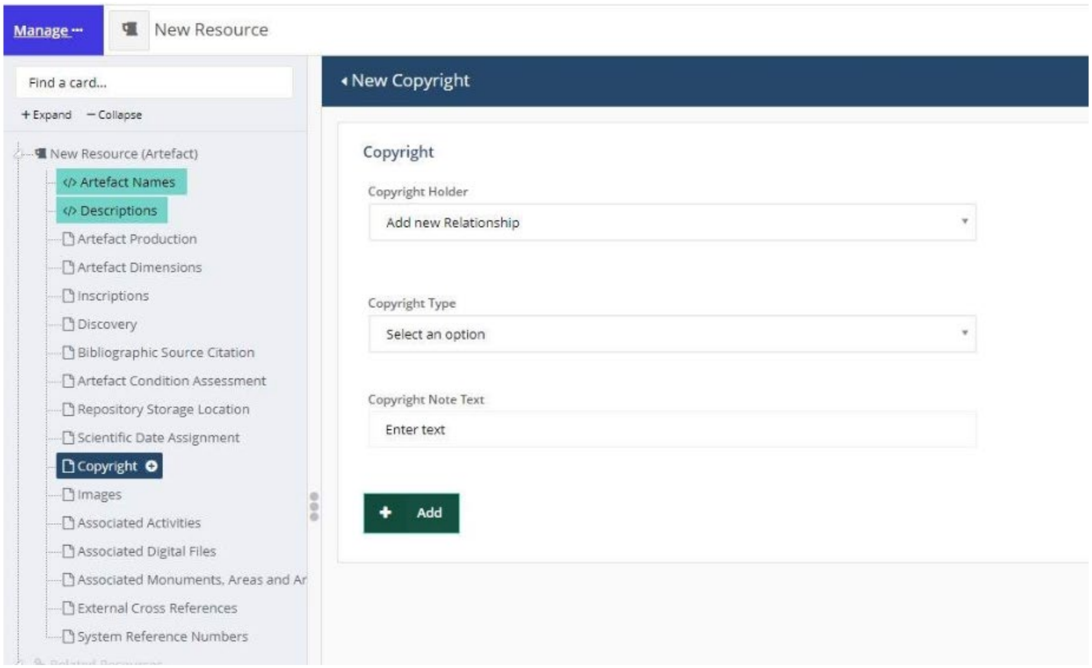
Standard Deviation Note: This free-text node facilitates the recording of further information, comments or observations relating to Standard Deviation.

Laboratory Reference: This free-text node facilitates the recording of any known references or reference numbers applied to the artefact by the laboratory undertaking the scientific dating process.

Note: This free-text node facilitates the recording of any further information, notes or observations relating to the Scientific Date Assignment.

Copyright

Where copyright ownership and/or restrictions apply to an artefact, they can be recorded in the Artefact Copyright card.



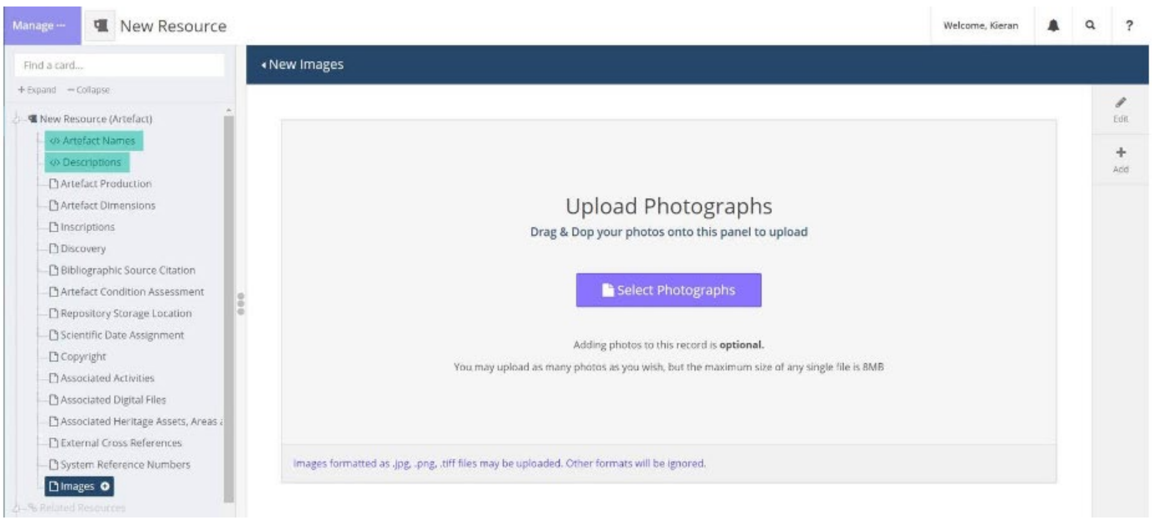
Copyright Holder: Where known the individual or organisation to which the copyright belongs can be recorded here by selecting an entry from the drop-down list of people and organizations. Insure the required entry is present in the appropriate Arches for HERs Resource first.

Copyright Type: Select an appropriate copyright categories (e.g. *Crown Copyright*) from a drop-down list. .

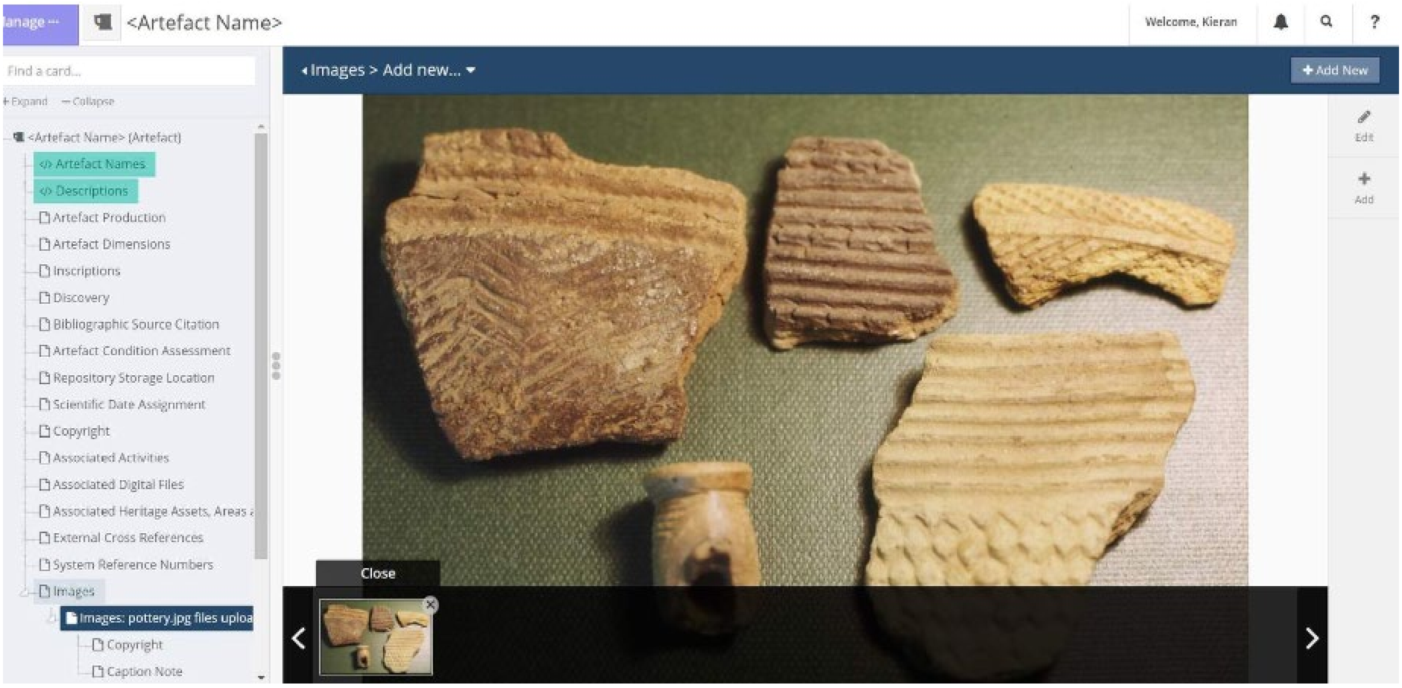
Copyright Note: This free-text node facilitates the recording of specific copyright statements, further information or observations relating to the artefact's copyright.

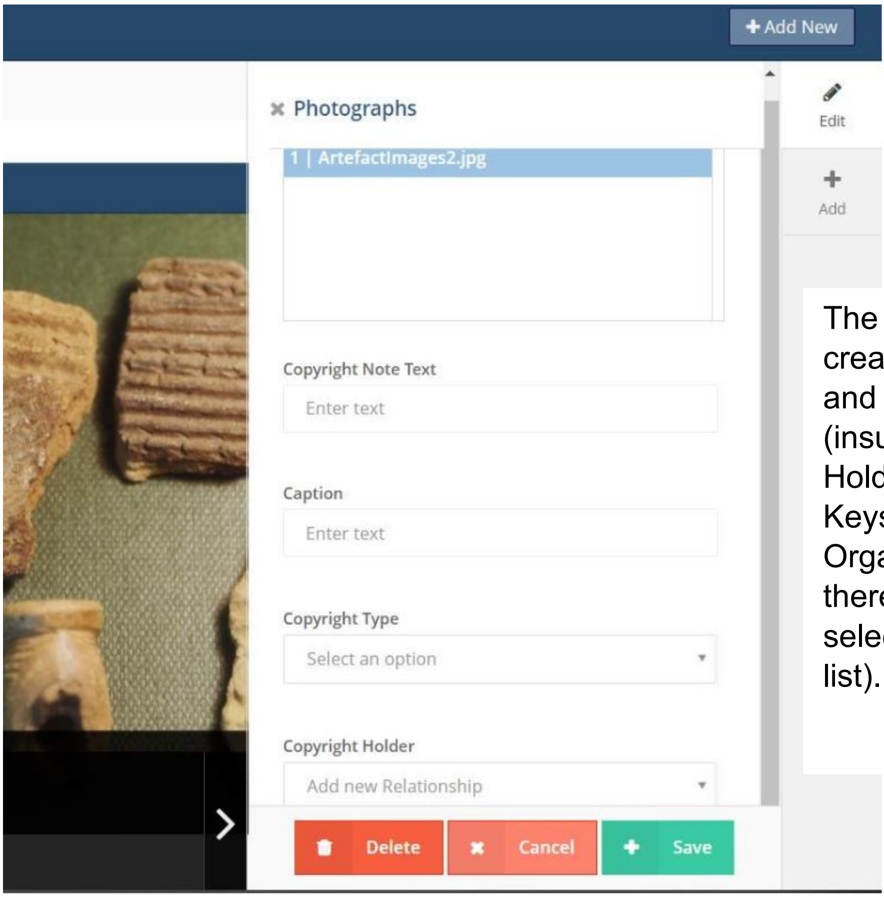
Images

This card facilitates the uploading of one or more images (maximum file size for any single item is 8MB) by either dragging and dropping the file onto the panel, or browsing and selecting files using the Select Photographs button.



When the image is loaded, a gallery view of all uploaded images is displayed at the bottom of the screen. *Edit* and *Add* options will appear on the right of the screen.





The *Edit* option allows you to create a caption for the image and add copyright information (insuring that the Copyright Holder is already present in the Keystone People or Organizations resources and therefore retrievable and selectable from the drop-down list).

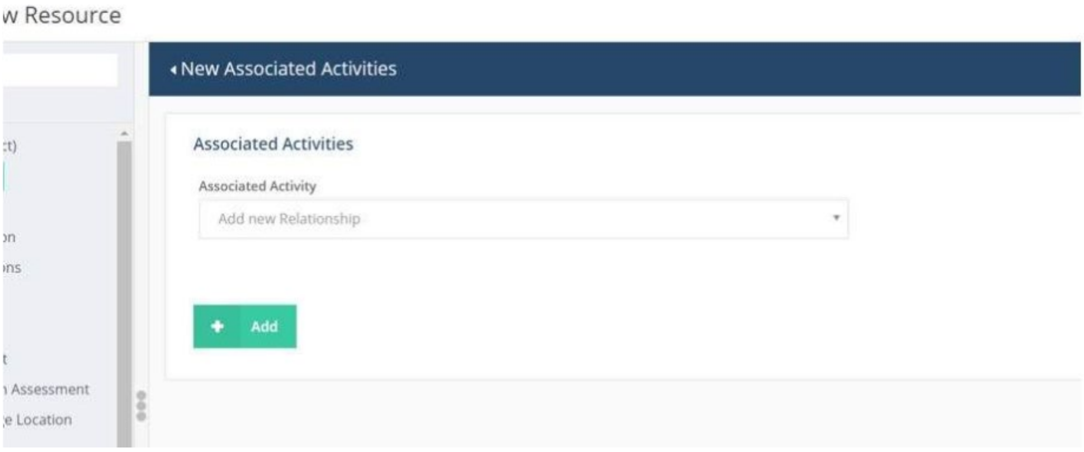
Select Save to commit the image to the record.

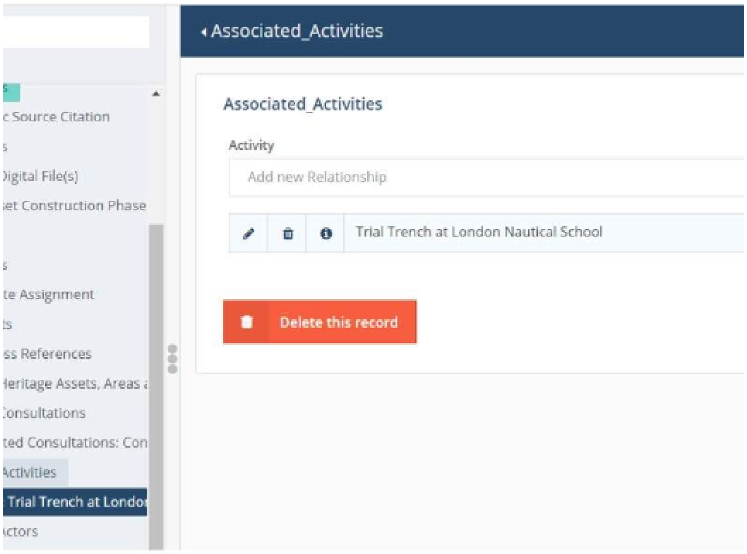
Selecting the **Add** command opens up a new *Select Photographs* panel to facilitate the selection of further images.

Associated Activities

This Facet allows the user to create an association with an existing Activity using the following data:

Activity: Insert a Name or UID in the Activity node to retrieve and select it from the drop-down list of Arches for HERs Activities. Select Add to commit it to the record.





Once an Activity is added, it will appear in a panel below the Activity node with a set of commands attached. Further Activities can be selected.

By selecting the **Edit** icon you can open the Activity resource instance in a new tab.

The **Delete** icon allows you to remove an individual Activity from the card – the Delete this record command at the bottom of the card will remove all its contents.

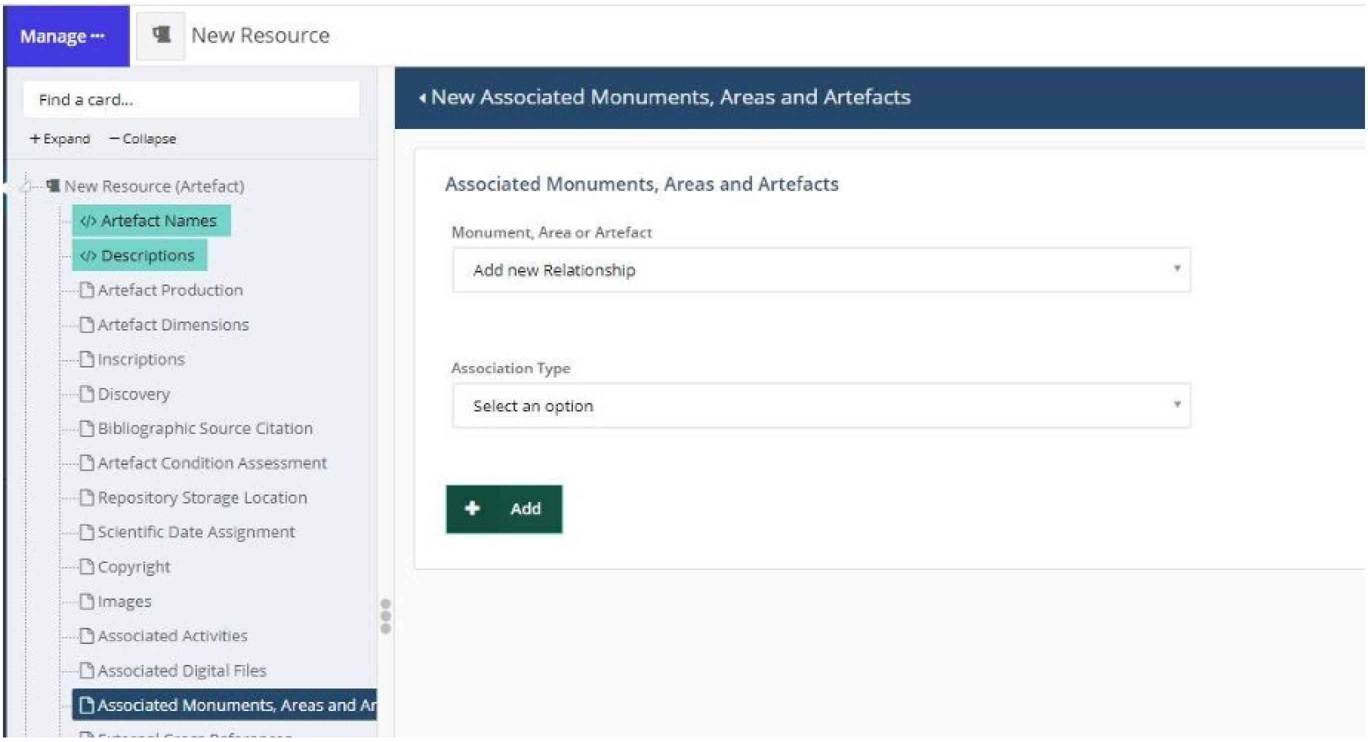
The **Information** icon will open a Related Resource Report. Use the X in the top-right corner of the summary to close it and return to the card.

Associated Digital File(s)

This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.

Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with other Resources recorded as Monuments, Historic Aircraft, Maritime Vessels, Areas or Artefacts by inserting the Name or UID of the associated resource and selecting it from the filtered drop-down list.



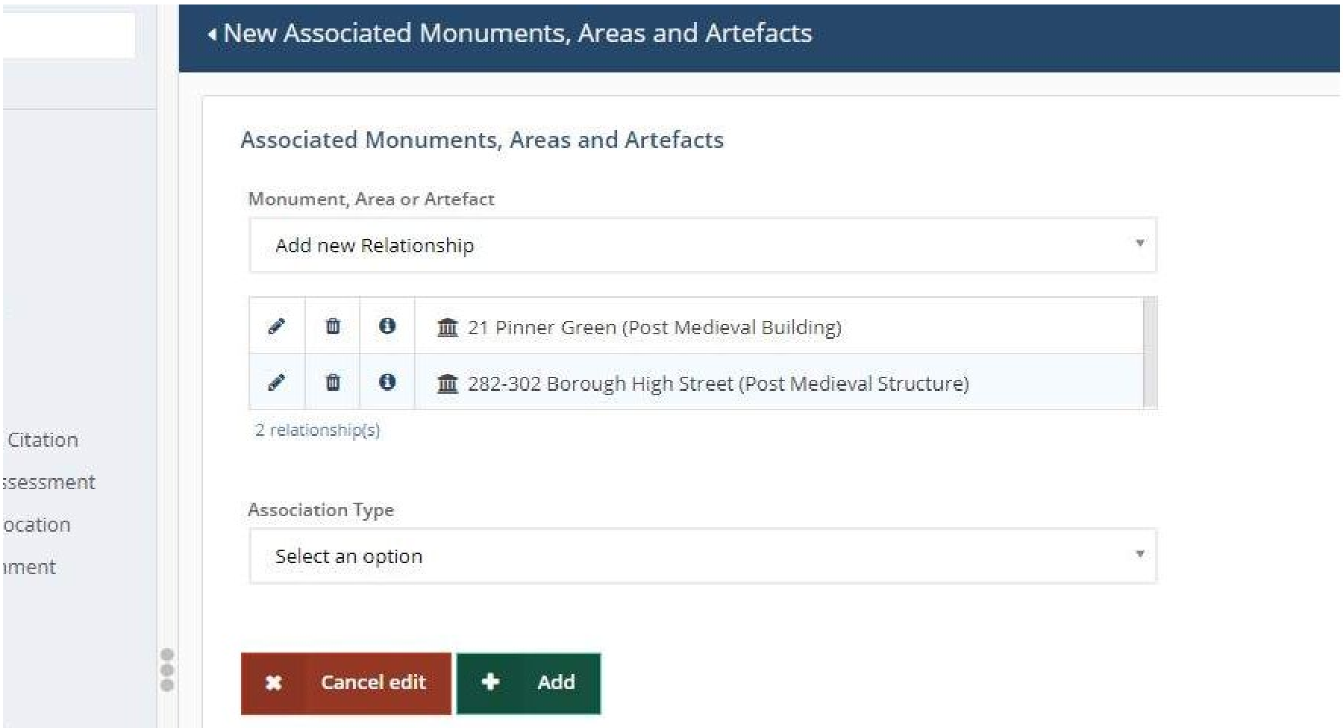
More than one Monument, Area or Artefact can be selected.

As each entry is selected, it will appear in a panel below the *Associated Monuments, Areas or Artefacts* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form.



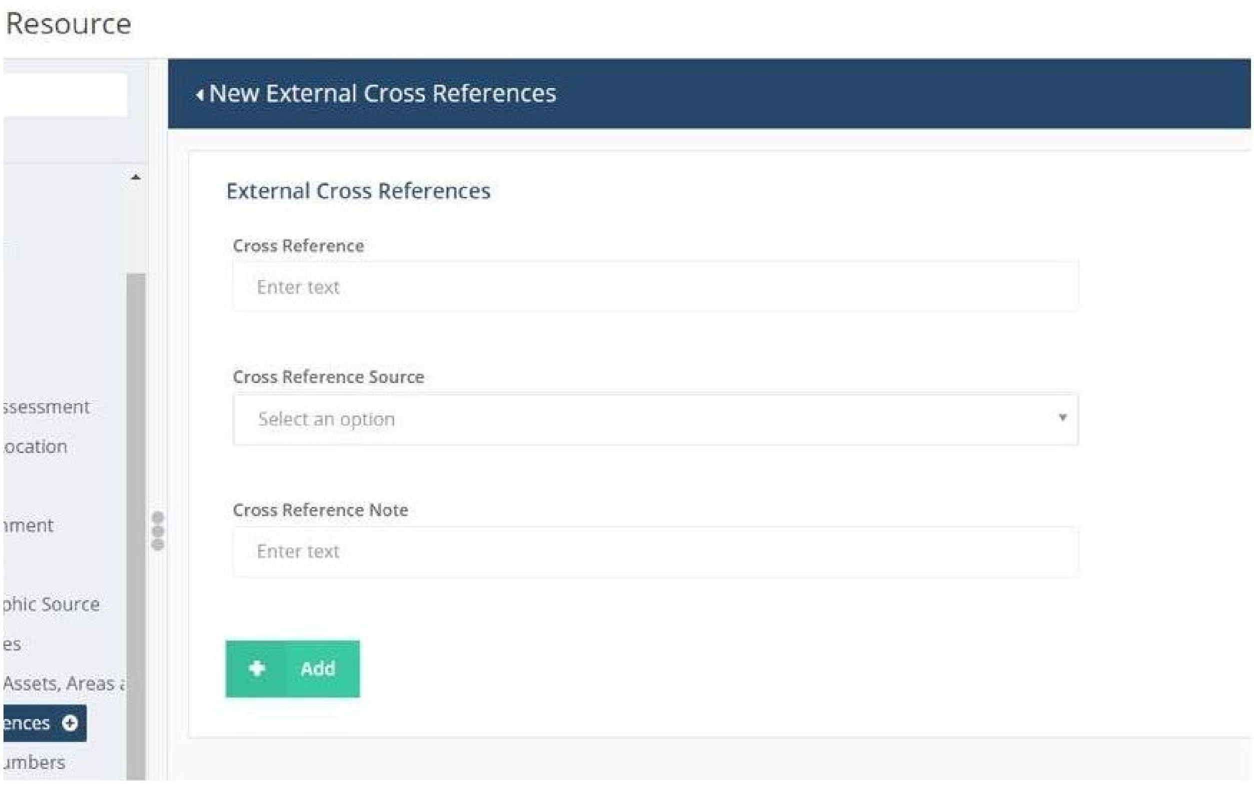
External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

The Cross Reference node should contain the identifier.

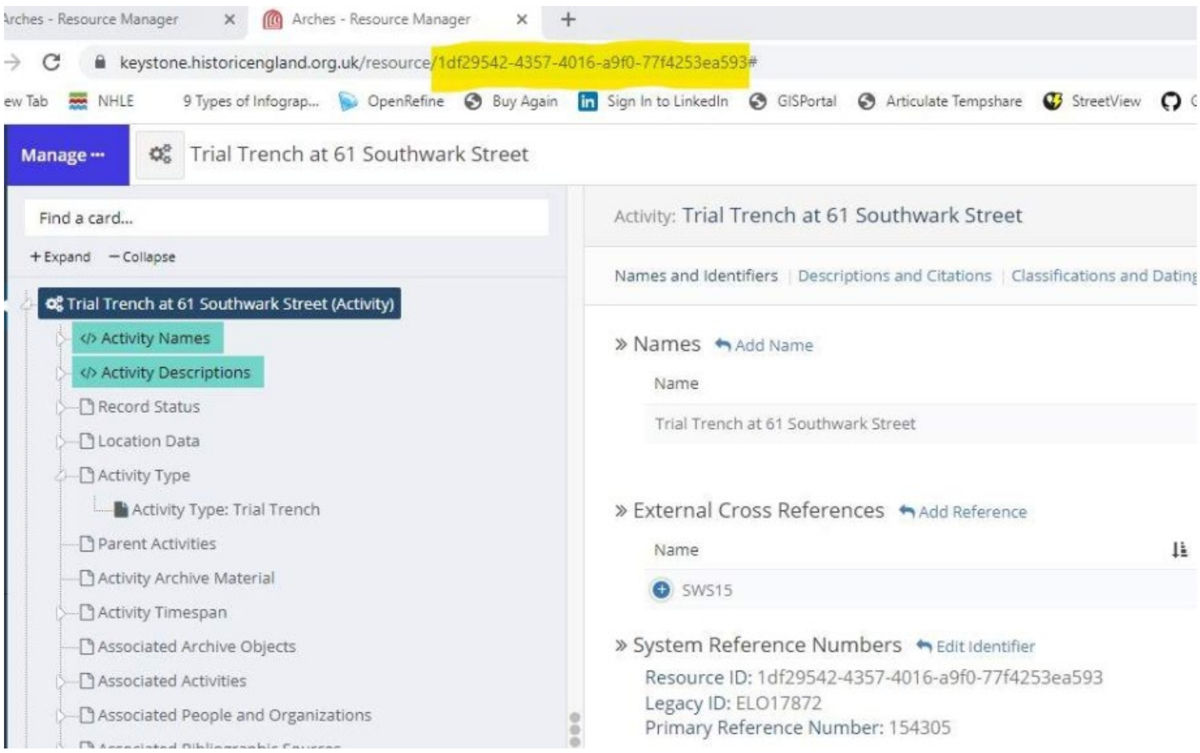
Cross Reference Source will contain the information system or organisation that contains the cross reference (for example, AIP Record Number).

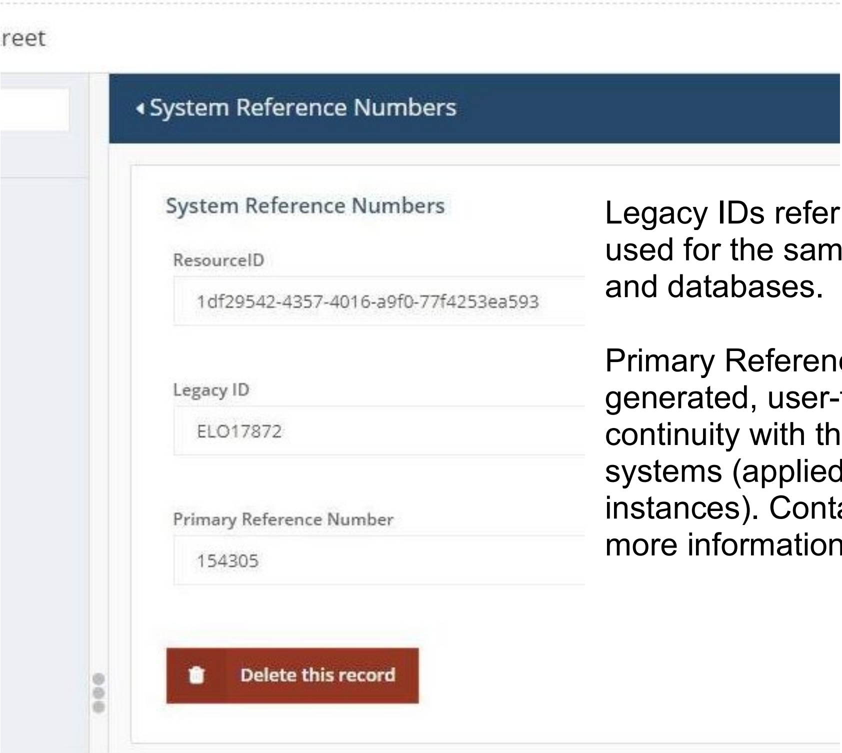
Cross Reference Note is a free-text facility for recording any relevant additional details.



System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.





Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

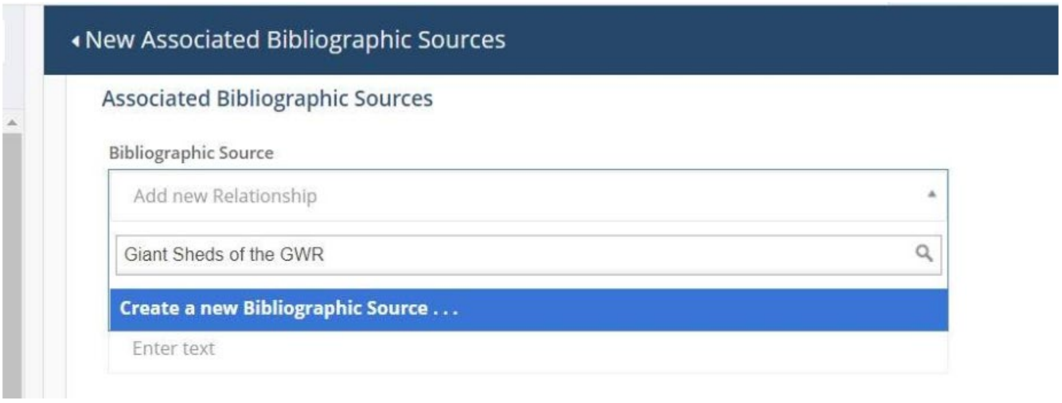
Bibliographic Source

Covers documentation of references to bibliographic sources, published or un-published, of information held outside of the information system. Examples would be books or journals used to compile or enhance a Resource such as Roman Borchester, or the proceedings of the Borchester Archaeological and Natural History Society.

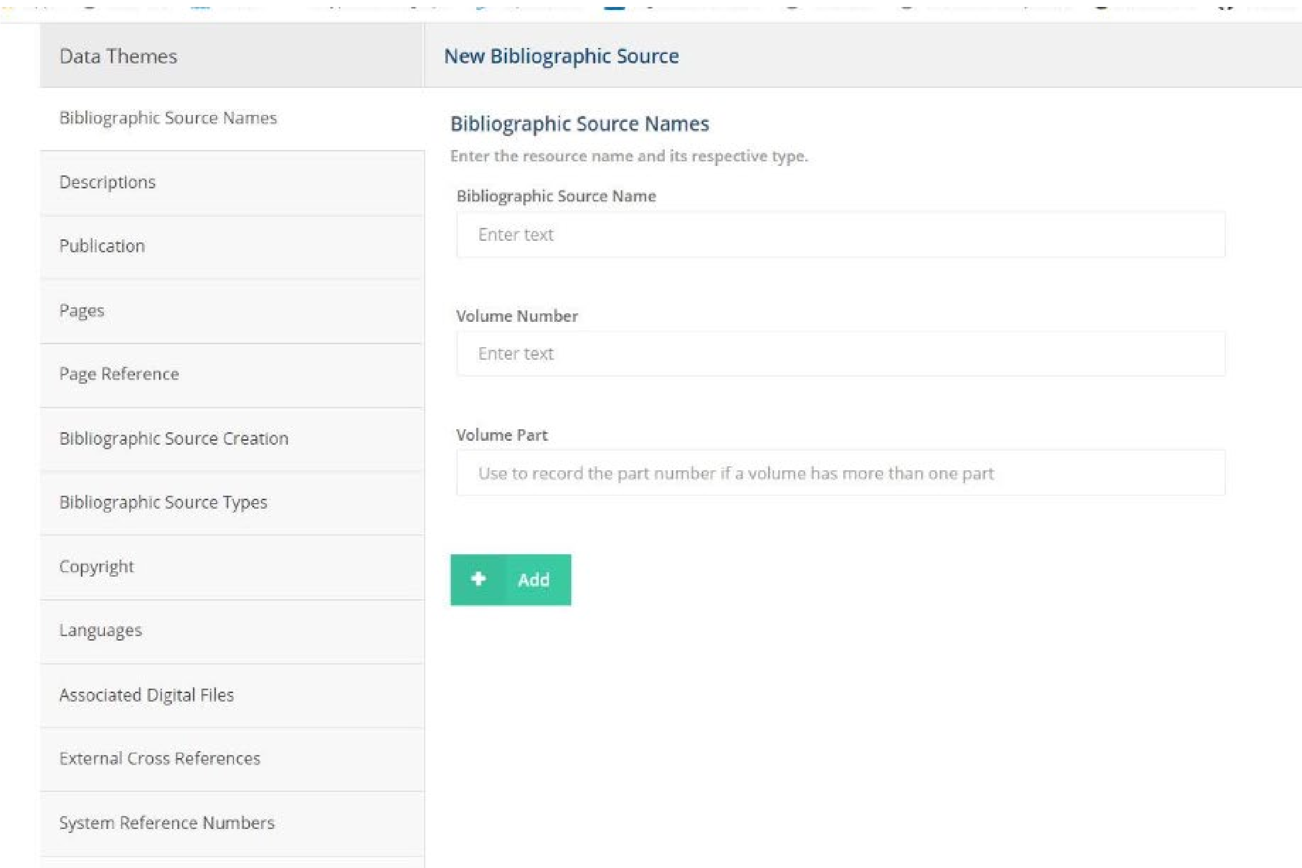
Either select the *Create Resource* option in the Resource Manager view, or if elsewhere in the application, select the *Add New Resource* icon from the menu on the left-hand side of the screen and from the drop-down list select *Bibliographic Source*.

Additionally, whilst creating a record, you will have the opportunity to create a new Bibliographic Source if the source you are attempting to cite does not yet exist as a Resource in its own right.

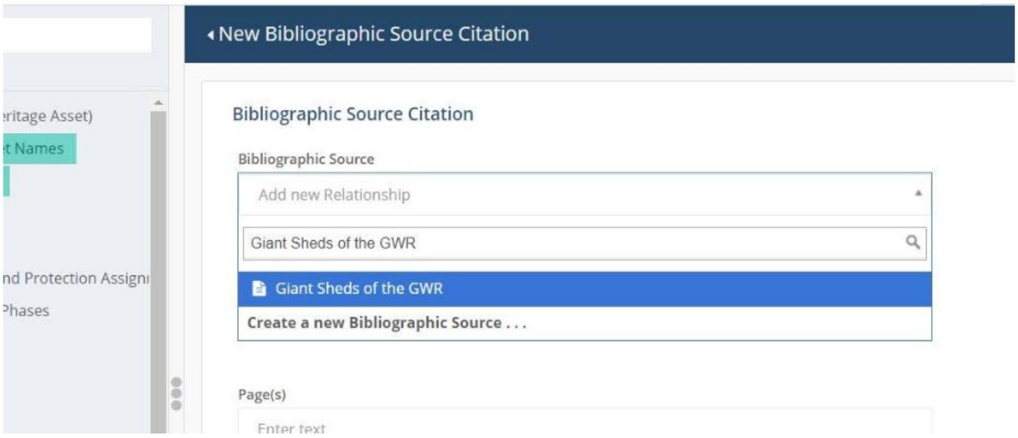
If no matching entries are returned when you enter a source, the drop-down box will contain an option enabling you to **Create a new Bibliographic Source ...** Select this option.

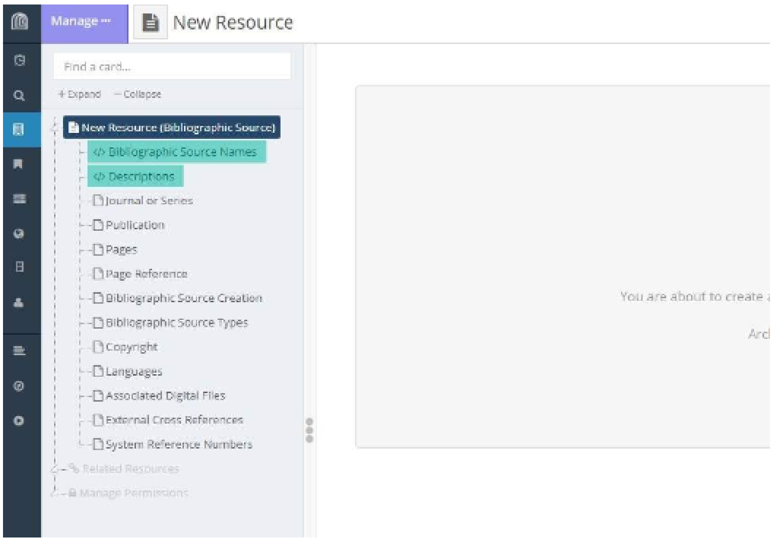


The *New Bibliographic Source* card will open. Insert as much information about the source as you can, accessing the various facets from the list on the left of the screen where relevant.



When your new source is saved, you can return to your record and retrieve the newly created source from the drop-down list of matching values.



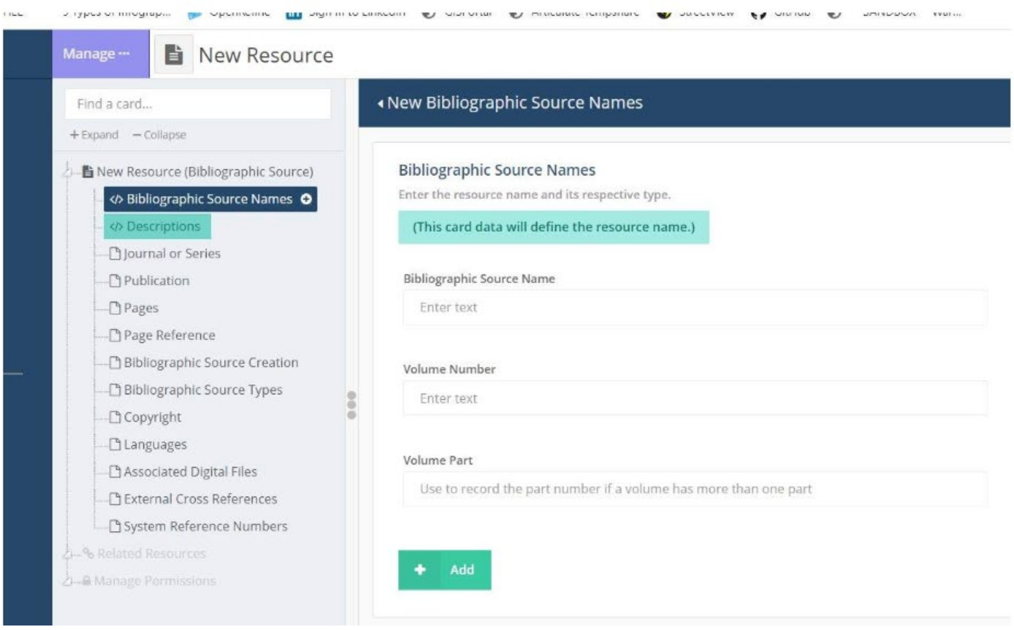


When selecting the Add New Resource from the vertical menu on the left of the screen the Bibliographic Source tree view will open containing all the resource facets.

<u>Bibliographic Source Names</u>

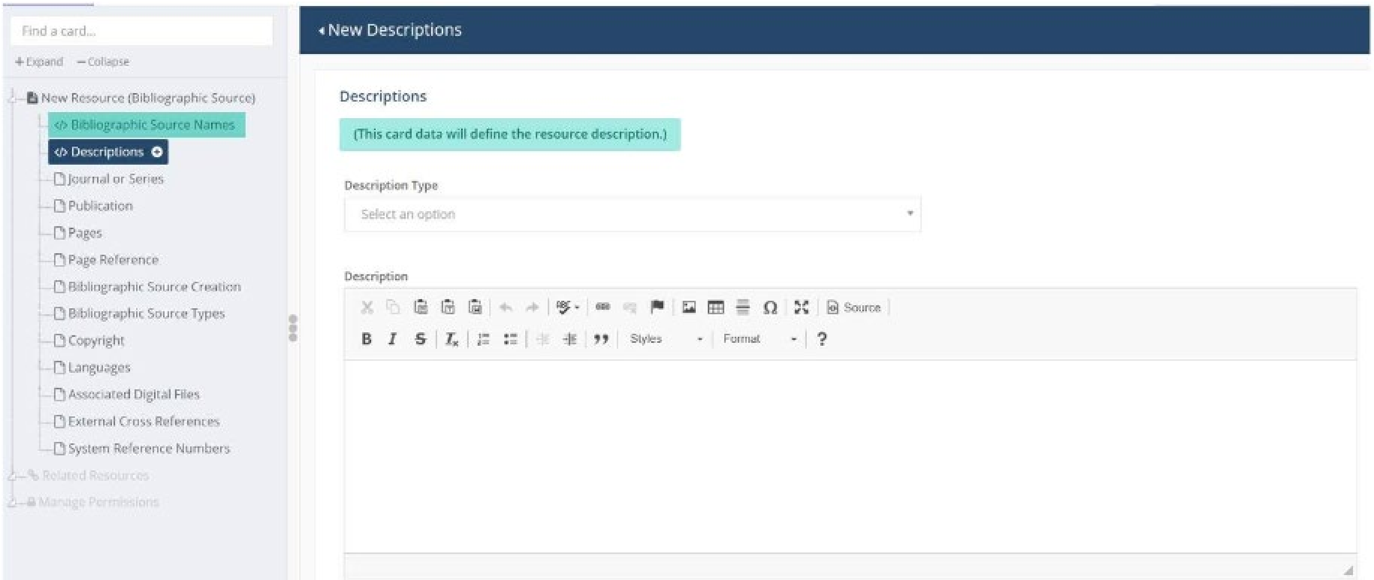
This card records the full title of the source being recorded. Multi-volume titles can be indicated using the Volume Number and Volume Part nodes.

These are free-text nodes.



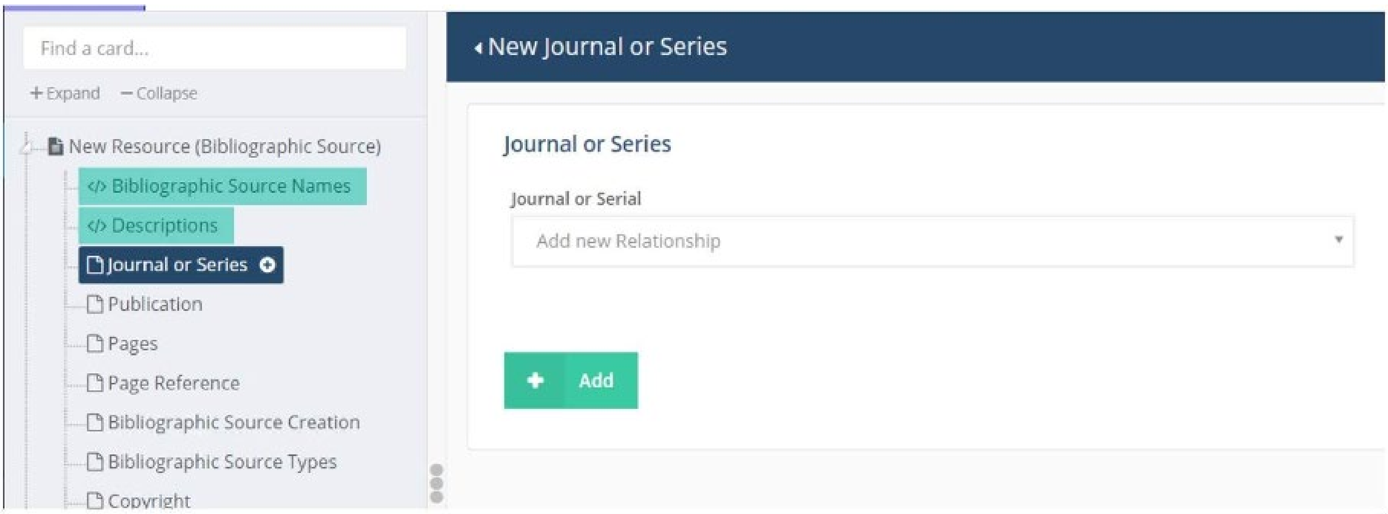
Descriptions

This card contains a free-text node for the recording of abstracts, notes, summaries (as indicated by selecting an appropriate Description Type from the drop-down list) and additional data not encompassed by the other Facets.



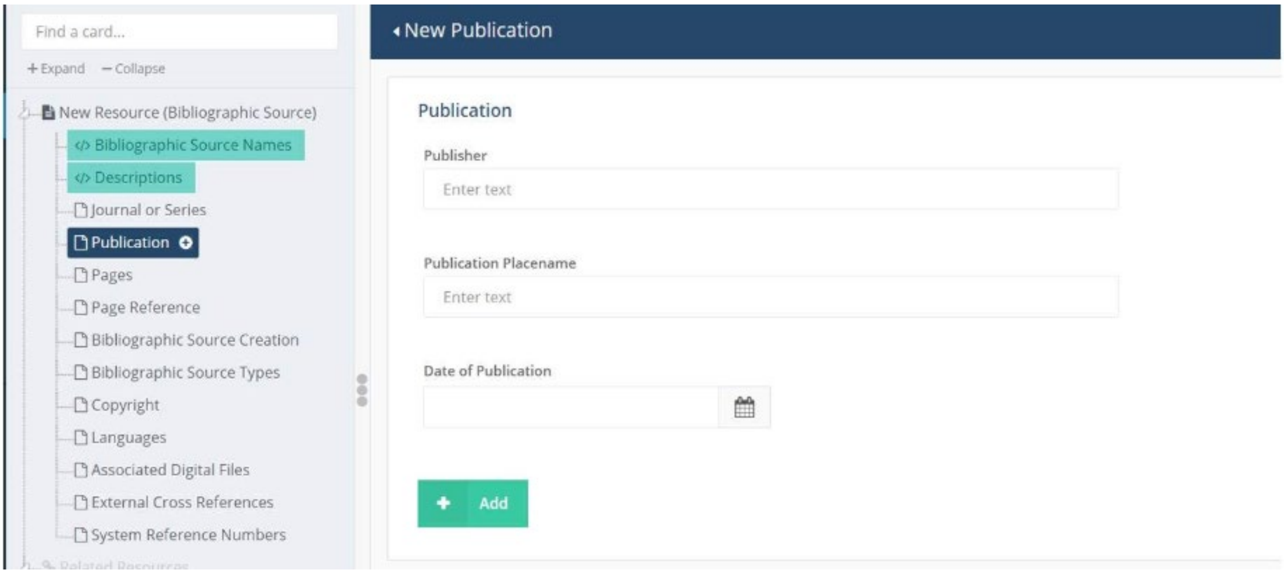
Journal or Series

Where a new Bibliographic Source is a part of a journal or serial, which already exists as a Bibliographic Source in its own right, an association can be created here by inserting the parent source's UID or title in the Journal or Serial node and selecting it from the filtered drop-down list.



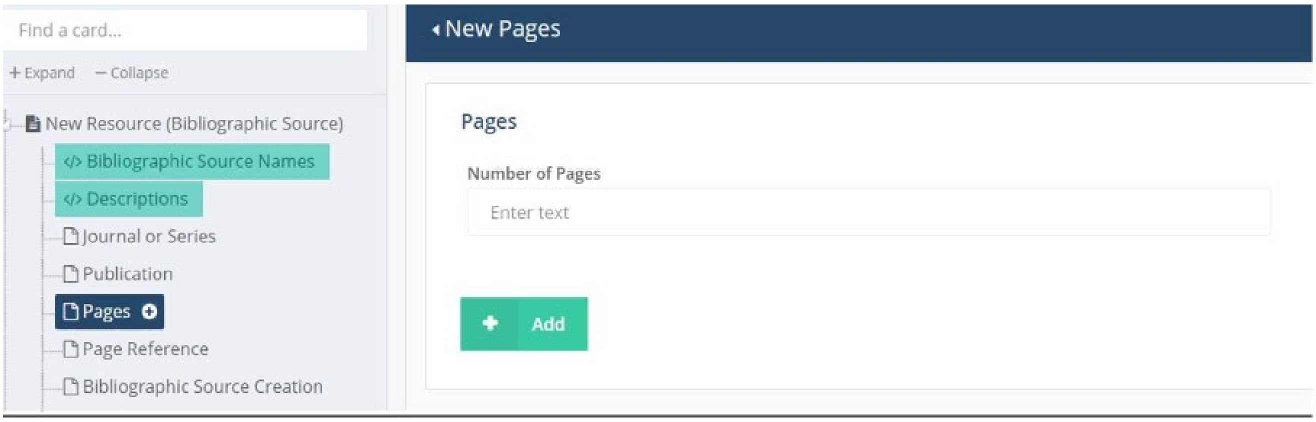
Publication

This card records the name of the Publisher, the place it was published and the date of publication.



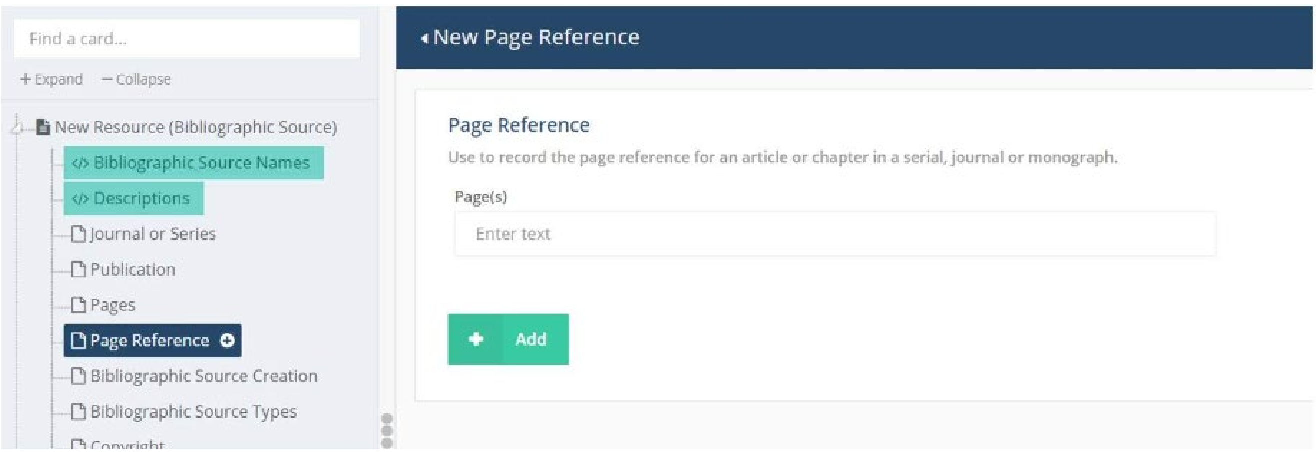
Pages

This is used to record the total number of pages in a source (not the specific pages on which the reference to the recorded heritage asset occurs – this will be recorded in the Bibliographic Sources card within a specific record for a Monument, Activity, Maritime Craft etc.).



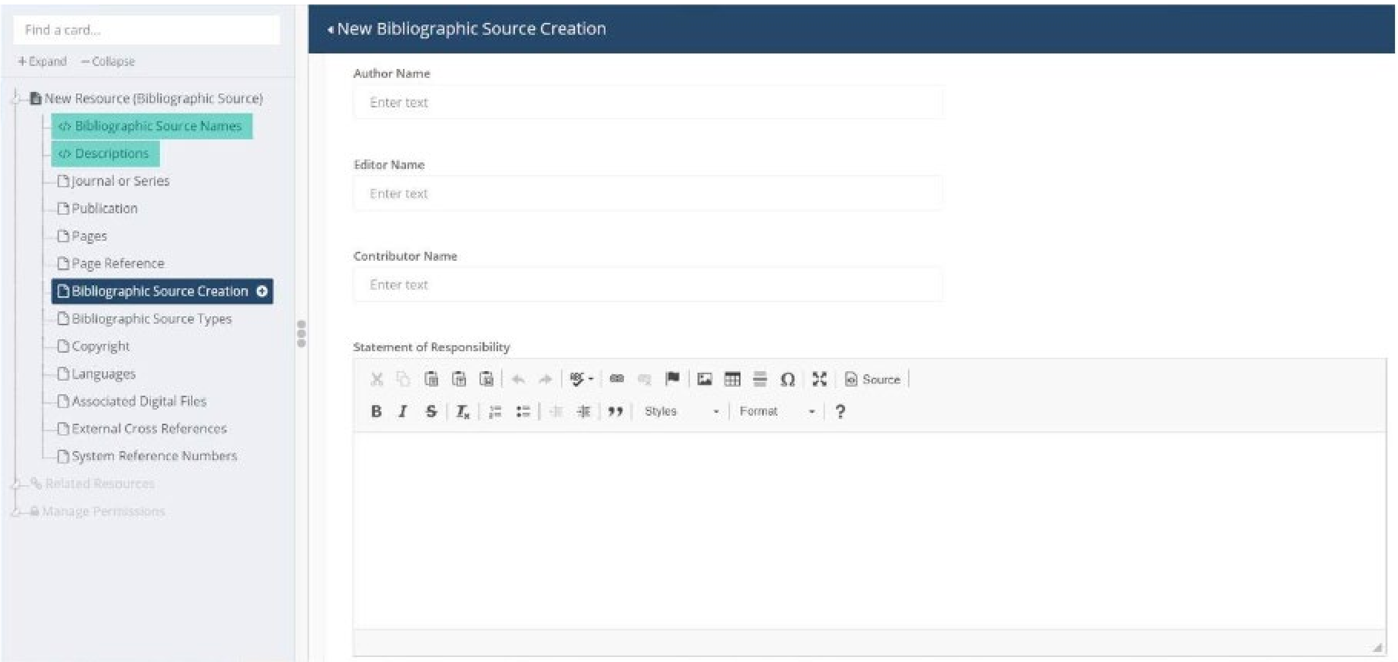
Page References

Where the Bibliographic Source is an article within a journal or serial, this card will record the specific page references within the parent publication.



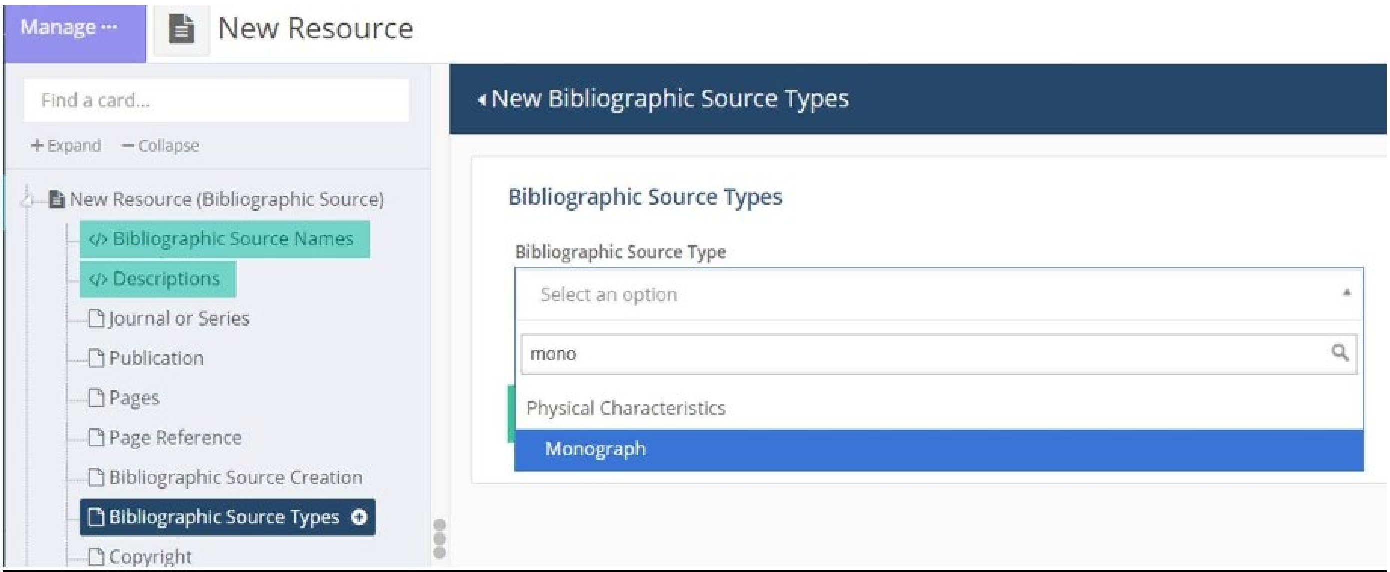
Bibliographic Source Creation

This card records the individuals responsible for the Bibliographic Source: Authors, Editors and Contributors. The Statement of Responsibility text field allows the recording of the authors/editors exactly as credited on the source itself where this may differ from the author/editor's proper name (for example, J.J. Smith instead of John James Smith).



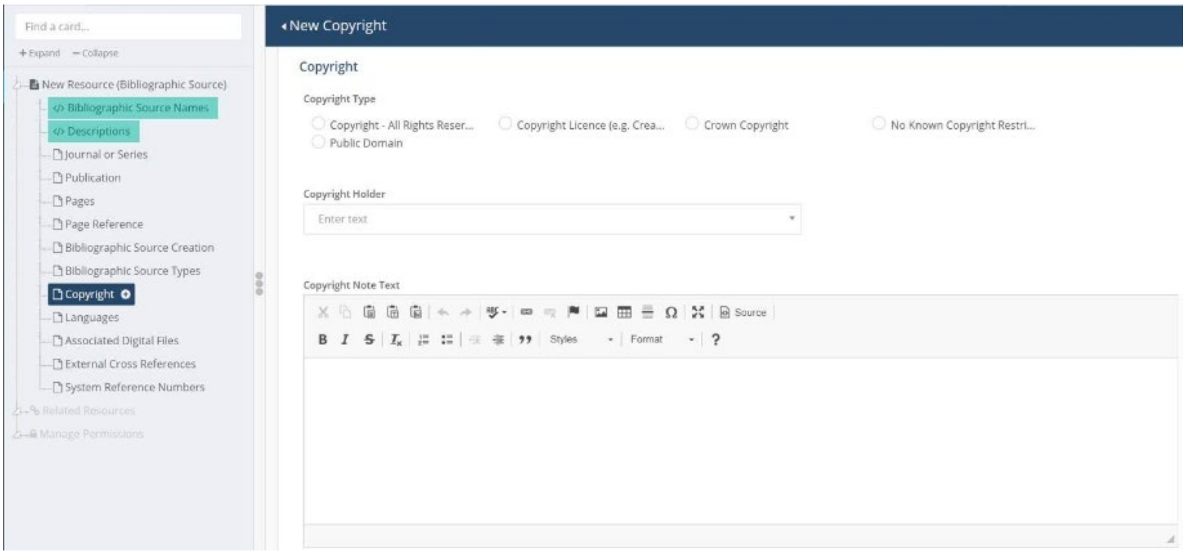
Bibliographic Source Types

This card classifies the type of source being recorded, e.g. Monograph, Journal, Abstract.



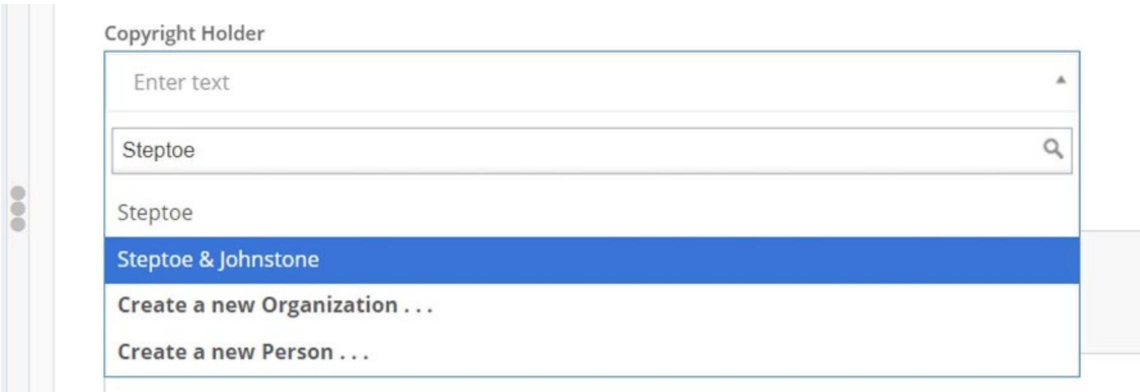
Copyright

This describes the copyright status for the information resource.

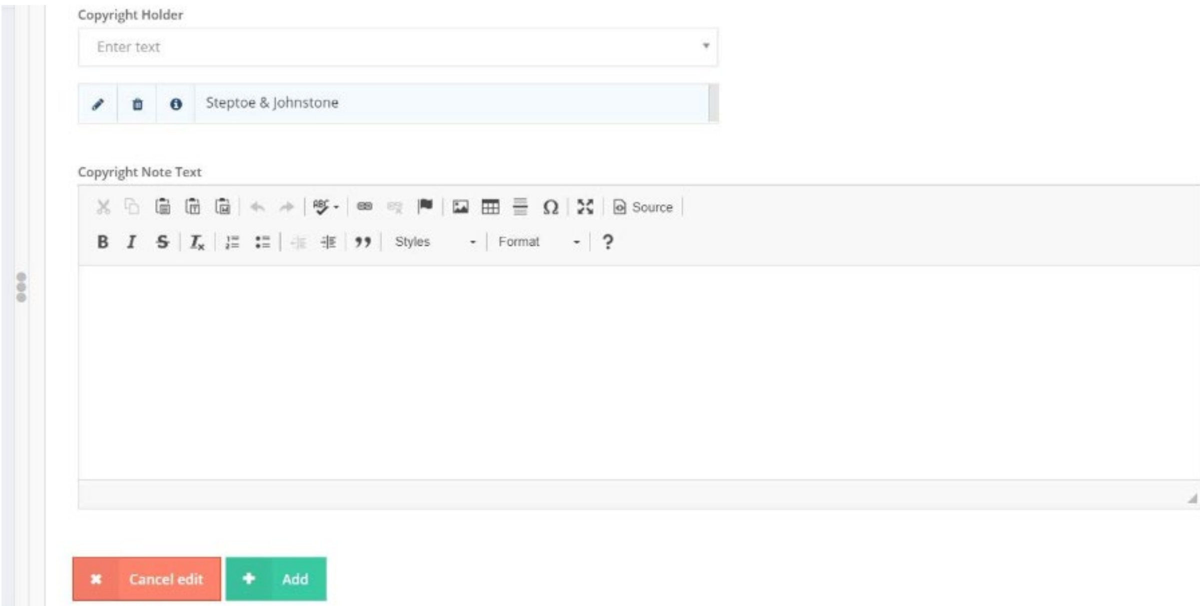


Selecting one of a series of radio buttons at the top of the card indicates the appropriate copyright statement for the Source being recorded.

The Copyright Holder node accesses a list of People and Organizations already recorded in the appropriate Arches for HERs Resources. To select a Copyright Holder, insert the name in the text box and select the entry from the filtered drop down list.



Selecting an entry from the list will add the person or organization to the card.



You can save the data added to the card by selecting the Add button (or Cancel edit if you wish to erase it and start again). Alternatively, you have a choice of actions you can perform on the newly added Copyright Holder, which are accessed via three icons attached to the entry.

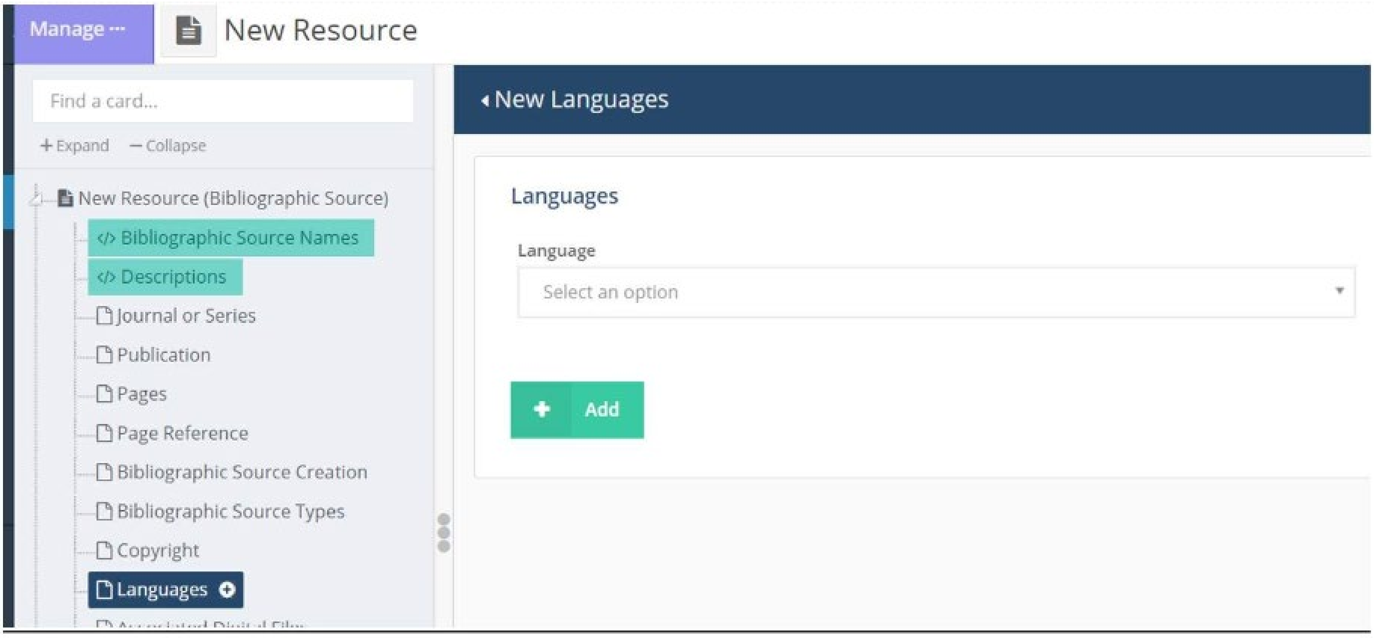
The Edit icon allows you to open and edit the Resource record for the selected Copyright Holder, whether this is a person or an organization.

You can also discard the selected Copyright Holder using the dustbin icon (this will only remove it from the Copyright card and won't delete its Resource record).

Finally, using the Information icon, you can view further details about the selected Copyright Holder via its Resource Summary.

Languages

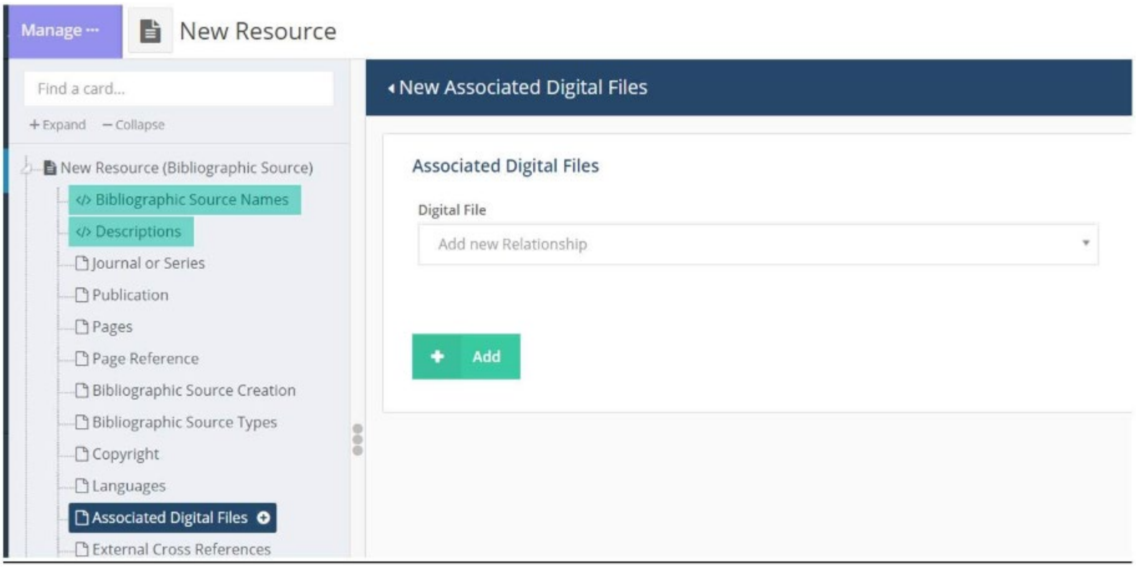
This indicates the main language in which the source was published. Select an entry from the drop-down list (this will filter if text is added to the node) and select Add.



Associated Digital Files

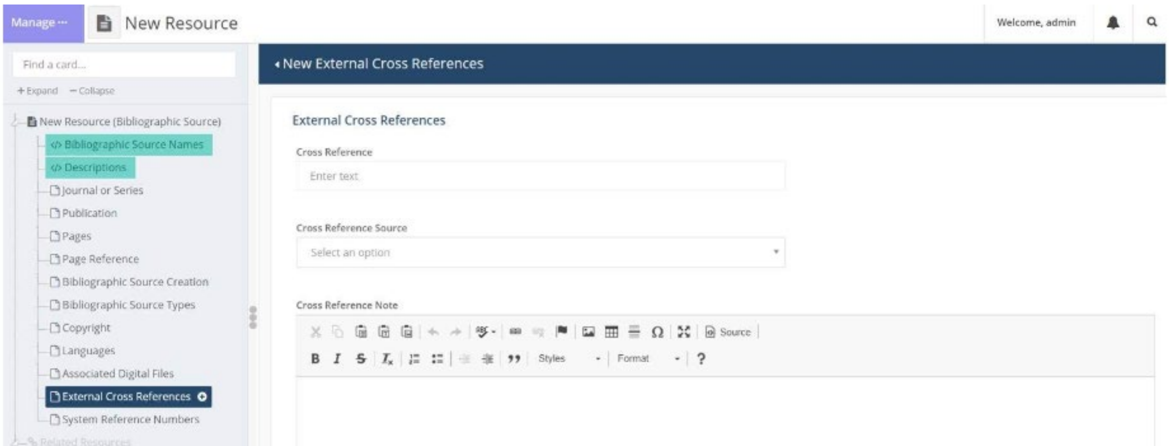
This card allows the user to attach relevant digital files to the Bibliographic Source record. The Digital File node accesses a list of items that have been accessioned in the Digital Objects resource. Inserting a UID or name will filter the list of objects.

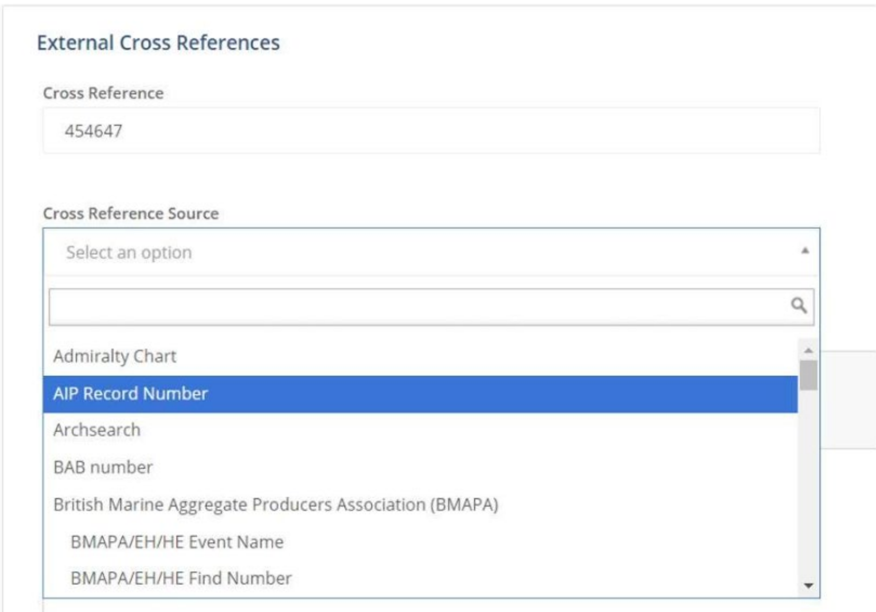
Select the relevant item from the drop-down list and select the Add button.



External Cross References

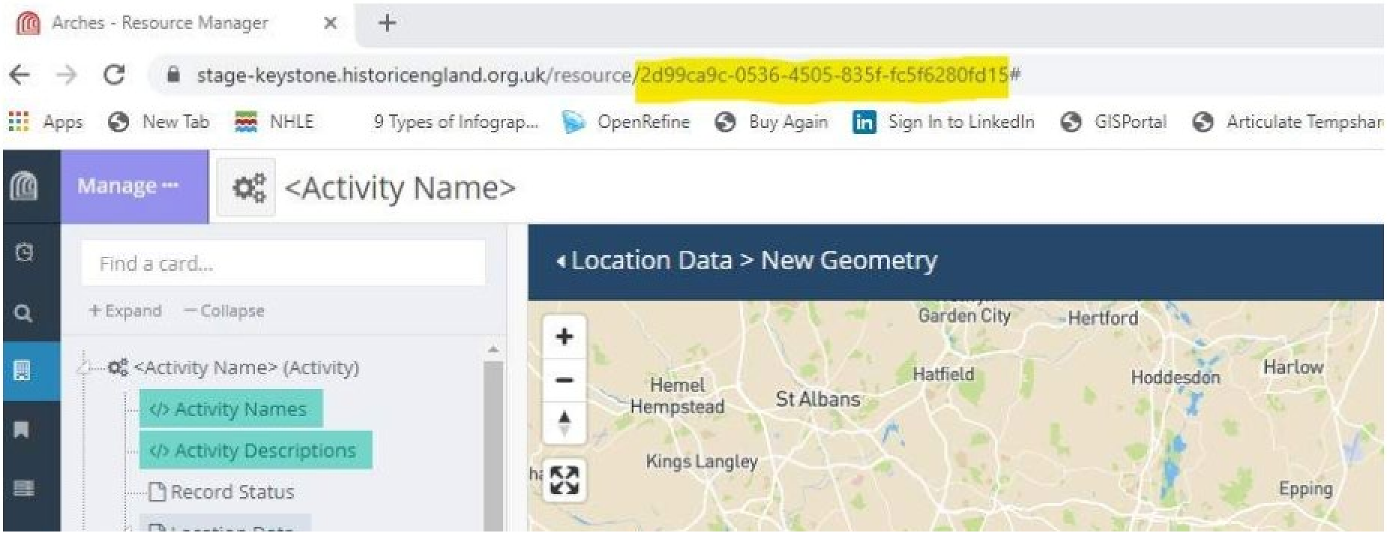
Where the bibliographic source refers to another known information source, such as an AIP Record Number, the actual reference can be recorded as well as the Cross Reference Source Type and Notes where required.

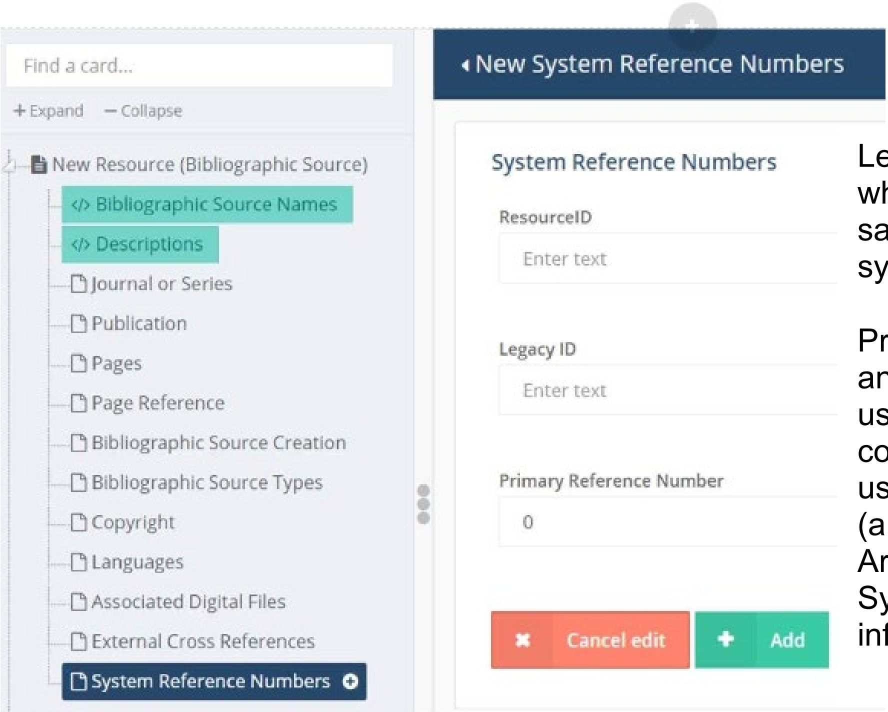




System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.





Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.